



PLANTS FOR TRADE

JOB DESCRIPTION

Job Title: Wholesale Nursery Supervisor
Location: West Parley
Full / part time: Full Time / Part Time
Reporting to: Managing Director

Job Purpose:

To co-ordinate, forecast and plan the workflow for the Nursery Staff.
This will include Overall management of the team as a whole to help ensure that the department runs smoothly and efficiently. Managing the cash and carry enterprise to provide maximum profit

Principal Duties and Responsibilities:

- ✿ Lead, manage and motivate the nursery team
- ✿ Set team and individual objectives
- ✿ Merchandising stock to ensure maximum stock visibility to customers
- ✿ Ensuring all stock is maintained to the highest level
- ✿ Take enquires by phone, fax or email
- ✿ Purchasing of stock, optimising price, quality, range and stock level
- ✿ Organise and monitor workflow to keep all members of staff working at their optimum whilst providing excellent client service
- ✿ Ensuring the data on the stock control system is accurately maintained
- ✿ Keeping up to date with relevant business news
- ✿ Acting in a professional manner, upholding the ethics of the firm
- ✿ Building & developing client relationships
- ✿ Working effectively in the team to ensure delivery of excellent client service
- ✿ Motivate and encourage all members of staff to ensure they are reaching their potential
- ✿ Lead by example in terms of showing commitment to the firm and the standards required
- ✿ Ensuring deadlines are met even when extra hours are required
- ✿ Improving the number of customer visits and average spend
- ✿ Carrying out ad-hoc work as required by the managing director

Key Tasks:

- ✿ Managing workflow
- ✿ Maintain Cash and Carry; watering, weeding, pruning feeding and tidying
- ✿ Provide advice for walk in trade where necessary to maximise sales
- ✿ Taking Payments
- ✿ Collate deliveries
- ✿ Enter data on grow master and ensure accuracy of data.
- ✿ Print and label newly purchased stock
- ✿ Carry out periodic stock checks

- ✿ Update website with available stock every week
- ✿ Create an ideal stock holding schedule and purchasing schedule to fulfil customer needs.
- ✿ Manage team including professional development
- ✿ Managing orders and checking correct stock is being delivered
- ✿ Ordering in to replenish stock
- ✿ Monitor Irrigation System
- ✿ Monitor working of Heaters and alarms
- ✿ Potting on Individual shrubs
- ✿ Monitor recoverability
- ✿ Maintain standards of output
- ✿ Oversee completion of assignments
- ✿ Monitoring deadlines
- ✿ Ensuring steady workflow
- ✿ Writing and responding to emails from clients
- ✿ Getting back to clients with quotes within 24hours email or by phone
- ✿ Taking and making phone calls with clients
- ✿ Keep Managing director informed of progress and escalate in a timely manner potential problems
- ✿ Liaison with the managing director for weekly meetings
- ✿ Be aware of the scope of the work allocated and highlight any areas outside of the normal scope
- ✿ Any other ad hoc duties
- ✿ Willingness to work extra hours at times to complete orders on time

Essential:

- ✿ Clear commercial understanding of the need for efficiencies
- ✿ Good Computer skills i.e email and able to pick up stock system grow master
- ✿ Excellent communication skills
- ✿ Excellent written skills
- ✿ Desire to achieve results
- ✿ Passionate about providing excellent client service
- ✿ Team orientated
- ✿ Clean driving license

Limits of Authority:

- ✿ May not commit capital expenditure without approval
- ✿ May not vary rates of pay of employees

This job description is a guide to the minimum requirements of the job. It is not intended to restrict activities which will contribute to the growth and profitability of the Company. If a need for action or an opportunity is identified, this must be brought to the attention of the Directors.