

***Job Posting***  
***Plant Design Associate Manager***

**Position Type:** Regular, Full-time

**Company Name:** Hole's Greenhouses & Gardens

**Application Deadline:** August 1, 2014

Hole's is looking for a detail-orientated and organized individual to assist our Plant Design Manager. This person will oversee production of houseplant and planter arrangements for both retail and commercial business. The successful individual will have superior communication and time management skills in order to interact with multiple departments and meet customer demand during our peak season.

**General Duties**

- Assist and support the Manager of Plant Design with all production activities, including the preparation and planting of all crops by transplanting, seeding and sticking
- Oversee the production of houseplant arrangements (HPAs) and commercial planters according to retail demands and commercial orders
- Train employees, delegate tasks and ensure jobs are completed safely, in a timely fashion, and are of good quality
- Maintain records of production activities (including transplanting, seeding, HPAs etc.) in Excel spreadsheets
- Maintain accurate inventory records of product received for production by entering plant product into database and ensuring product is tagged and marked accurately
- Assist Head Buyer in by providing and interpreting previous year's production information as well as assist in determining crop scheduling
- Purchase product required for HPA and commercial planter production
- Maintain records of commercial customer accounts as well as troubleshoot customer concerns (including travelling off-site for repairs)

**Qualifications**

- Superior understanding of transplanting techniques and seedling growth
- Previous supervisory experience
- Proficient using Microsoft Office Suite (particularly creating, manipulating and maintaining Excel spreadsheets)
- Able to multi-task and work under pressure
- Must have full availability in peak seasons (February through June, and November through December)
- Able to clearly communicate, especially regarding information on timelines and production capabilities
- 5+ years in a retail or commercial greenhouse environment preferred

**Education**

- Related post-secondary Horticultural training preferred

**Contact:** Janice Curle

Human Resources Coordinator

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