



## ***Job Posting*** ***Horticultural Production and Design Manager***

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

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

**Application Deadline:** Open until filled

Hole's is looking for an experienced, organized individual with a solid horticultural production background. Under the direction of the Greenhouse Operations Manager, this person will be responsible for overall horticultural production activities, as well as supervising and training the production crew. This individual will work closely with the Associate Manager in order to ensure timely and efficient plant production for retail and commercial product in an extremely dynamic environment.

### **General Duties**

- Oversee all planting activities , including seeding and transplanting of crops, as well as all commercial and retail planter and hanging basket production, under the direction of the Greenhouse Operations Manager
- Ensure production supplies and soil are ordered and received in a timely fashion for all planting activities
- Communicate with growers, buyers, warehouse personnel, IPM and retail coordinators to ensure efficient and timely production, as well as efficient crop placement
- Oversee operation and maintenance of production equipment, including the potting machine and conveyors
- Assess incoming seed and plant material to ensure quality control, and collaborate with the IPM when required
- Oversee employee training and delegation of duties within teams to ensure daily production requirements are met, and that equipment is used properly and safely
- Determine labour scheduling requirements for transplanting, seeding and hanging basket crews based on production activities
- Implement corrective action as required (e.g. employee warnings, sending employees home, etc.), and inform Human Resources Coordinator of any serious concerns
- Conduct weekly meetings to discuss events, shipments and concerns with IPM, Head Grower and Associate Manager

### **Qualifications**

- 5+ years greenhouse production experience, with superior understanding of transplanting techniques and seedling growth
- 3+ years of supervisory experience
- Ability to multi-task and work under pressure with excellent time management skills
- Must have full availability in peak seasons ( February through June, and November through December)
- Solid communication skills
- Excellent working knowledge of Microsoft Word and Excel

### **Education**

- Related post-secondary degree (e.g. BSC Agriculture/Horticulture)

**Contact:** Janice Curle

Human Resources Coordinator

101 Riel Drive, St. Albert, Alberta, Canada, T8N 7H7

[janice@holesonline.com](mailto:janice@holesonline.com)

780-419-6803

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