



## **Inventory Manager**

### **About Buds & Blooms Nursery**

Buds & Blooms Nursery is a privately-owned, small family business and has been growing top quality plants for 39 years. We are a wholesale nursery growing a wide variety of Ericaceous plants and flowering shrubs with over 60 acres of production. Over the past several years our company has grown tremendously, allowing us to further expand our line of plants. This growth is what drives us to continuously improve and seek new opportunities each and every day.

We aim to grow the highest quality plants for our customers and to be the most sought after supplier of woody ornamentals on the east coast. Our customers are always our top priority. With a growing demand for our plants, we deliver far and wide extending from Georgia to Massachusetts and west to Ohio. Altogether we deliver to a total of 18 states!

Working at Buds & Blooms Nursery offers exposure to the beautiful outdoors during the workday with a casual, but at times fast-paced, office environment. The spring season is our busiest time of year and is not for the faint of heart, so be prepared to roll your sleeves up and get down to business during the chaos of spring!

### **Job Description**

We are looking for a highly motivated self-starter to join our team. Our ideal candidate should possess excellent communication, superb time management, and multitasking skills. They should be highly organized and TEAM oriented. The Inventory Manager will be responsible for managing the current availability of all plants, forecasting plant readiness, assessing overall plant wellness, and identifying trends in plant growth and habit. This position will also be responsible for maintaining records of all production materials and making recommendations on new plant introductions based on industry trends.

Candidates should have experience with plant production, forecasting, inventory management, record keeping, and data entry. We are driven by growth and are searching for someone with the same growth mindset to bring new ideas and solutions with them every day.

Some travel may be required for continued education and trade show related activity.

## **Responsibilities and Duties**

### Daily/Weekly Duties

- Assessing plant growth and forecasting plant availability
- Logging/recording details regarding plant readiness
- Preparing a weekly availability for customers
- Evaluating plant health and making recommendations on plant maintenance
- Assessing all plants, including propagation for any potential issues
- Tracking usage of nursery supplies and notifying management of low inventory
- Maintaining records of chemical applications
- Communicating with crews about upcoming plant maintenance

### Additional Responsibilities

- Creating and logging potting reports
- Reporting details regarding plant survival rates
- Logging plant moving and removal reports
- Quarterly inventory of all nursery materials
- Communicating plant availability with inside and outside sales representatives
- Order and data entry
- Additional responsibilities determined based on industry experience and knowledge

## **Qualifications and Skills**

- Experience in horticulture or with ornamental plants
- Advanced knowledge and use of Microsoft Excel, Word, and Google Docs
- Strong attention to detail and great analytical skills
- Ability to forecast for production needs
- Deadline and highly-detailed oriented
- Ability to identify problems and recommend solutions

## **Education and Experience**

- Bachelor's degree **OR** 3+ years work experience in an agricultural related field
- SBI Software (Highly preferred)
- Pesticide Applicator License (Optional)

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## **Income and Benefits:**

This is a salaried position. Annual income will be commensurate with previous work experience.

- Spring and fall bonus based on productivity
- 401(K) with employer matching
- Health and dental insurance
- Paid vacation, holidays, and sick pay

Schedule: Monday through Friday 7:30 am to 5:00 pm. Saturday shifts from 7:30 am to 2:00 pm will be required during busy seasons.

Application Information: To apply, please send your resume to Meghan Epperly at [jobs@budsandbloomsnursery.com](mailto:jobs@budsandbloomsnursery.com)

**\*\*COVID-19 vaccination NOT REQUIRED\*\***

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