



Loen Nursery, Inc.
Wholesale Growers & Suppliers of High Quality Plants

Employment Opportunity

Nursery Operations Manager

A well - established wholesale nursery operation is looking to hire an experienced Operations Manager for our growing business.

POSITION SUMMARY

The Operations Manager oversees all operations at the site. This person manages and provides training to farm and office. This position interacts directly with other managers to address any customer concerns, start-ups and ongoing issues. They are in charge of overseeing the quality of service and nursery products

Typical hours for this position is Monday through Friday; 7:30 am to 4:30 pm. However, the right candidate must be flexible to work outside of normal operating hours as needed and be open and willing to work Saturdays and additional hours as needed in our busy seasons. The initial overall compensation package consists of a pay range between \$35,000.00 and \$60,000.00 annually, depending on the position and experience. This is comprised of base salary, commissions and bonuses and will be commensurate with experience.

ESSENTIAL TASKS & RESPONSIBILITIES

- * Responsible for scheduling, training, assigning work, maintaining accurate and proper records, including time sheet preparation and review.
- * Ensures job performance documentation (including disciplinary action) is prepared and submitted appropriately and on time.
- * Plan, organize, direct, coordinate, and supervise functions and activities of the site.
- * Perform site inspections.
- * Responsible for reviewing inspections with Supervisors and farm and section managers.
- * Maintain positive work relations with customers, vendors, and staff.
- * Review and control labor and supply costs. Ensure conformity to budgetary standards and sound operational standards/quality.
- * Ensure the work performed meets customer quality standards for account retention.
- * Provide fill-in services where needed by properly coordinating personnel work schedules.

- * Ensure that proper training takes place for all new hires and that training sessions are held periodically to review programs/policies.
- * Work with Human Resources contractor and farm managers to coordinate safety meetings.
- * Ensure that all programs and policies of company are being followed.
- * Deliver equipment and materials as needed. Evaluate and justify supplies, equipment, and purchases as needed.
- * Responsible for training, reviewing, correcting, and recommending employment promotion, demotion and termination.
- * Responsible for resolving day-to-day operational urgent needs with customers and vendors.
- * Perform other duties as directed. Ensure compliance with regulatory agencies.
- * Demonstrate and promote company culture, values and management philosophy.
- * Requires past supervisory experience, preferably in the nursery industry or similar industry.

QUALIFICATIONS

- * Must be able to speak, read and write in English.
- * Bilingual in English and Spanish highly desired.
- * Excellent interpersonal leadership, and presentation skills orally and in writing.
- * Experience in payroll, supervision, work duties, staff training, and record maintenance.
- * Experience in bookkeeping or accounting a plus.
- * Experience in employee relations - hire, fire, correction, training and placement.
- * Strong service/quality attitude.
- * Ability to work well under pressure and meet established goals and objectives.
- * Sense of urgency and ability to meet deadlines; self-directed.
- * Motivate and train staff.
- * High School Diploma, College Education and/or minimum 3 years related work experience.
- * Well organized and self-managed.
- * COMPUTER SKILLS with experience in MS Office, Excel, etc...

www.loennursery.com