

# Hermes Nursery Job Descriptions

## Nursery Division Manager

Oversee and direct daily operations of the division. Position has total profit-making responsibility for operations commensurate with sales revenue of the division. Works in conjunction with sales department to generate revenue. Provides direction and leadership to ensure effective operations, complete customer satisfaction and long-term sustainable growth.

Minimum Qualifications & Educational Requirements:

1. Bachelor's degree in agribusiness, horticulture, or related field
2. Minimum five years' management and supervisory experience in related field
3. Basic accounting knowledge and profit orientation
4. Basic knowledge of green industry trends and practices
5. Strong knowledge of computer applications (Microsoft Office Suite)

## Nursery Production Manager

Responsible for managing all field operations within the Nursery Division. Coordinates the procurement and scheduled use of resources, including labor, equipment, and materials to ensure maximum use and completion of work within budget, safety guidelines and quality standards. Promotes the growth and development of field staff and assists them in carrying out their responsibilities as needed. Coordinates use of resources within other divisions and lends support to operational activities for the entire company.

Minimum Qualifications & Educational Requirements:

1. Bachelor's Degree (preferred)
2. Must be able to perform physical labor for prolonged periods of time in a wide range of climatic conditions including extremes of heat and cold
3. Strong horticulture background
4. Must be able to lift and carry between 44 and 88 pounds
5. Must have current driver's license and good driving record
6. Mechanical aptitude and knowledge of various farm machinery
7. Ability to drive a truck with manual transmission; pull and back trailer

## Farm Coordinator

Position is involved with all aspects of production in the wholesale growing operation, which includes the IPM practices on approximately 500 acres. Also responsible for facilities and equipment upkeep, field preparation and maintenance, pest and weed control, and support of harvesting and planting.

Minimum Qualifications & Educational Requirements:

1. Bachelor's Degree
2. Must be able to perform physical labor for prolonged periods of time in a wide range of climatic conditions including extremes of heat and cold
3. Strong horticulture background
4. Must be able to lift and carry between 44 and 88 pounds
5. Must have current driver's license and good driving record
6. Mechanical aptitude and knowledge of various farm machinery
7. Ability to drive a truck with manual transmission; pull and back trailer
8. Computer literate.

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## **Landscape Distribution Center (LDC) Superintendent**

Responsible for managing all field operations within the LDC. Coordinates the procurement and scheduled use of resources, including labor, equipment, and materials to ensure maximum use and completion of work within budget, safety guidelines and quality standards. Promotes the growth and development of field staff and assists them in carrying out their responsibilities as needed. Coordinates use of resources within other divisions and lends support to operational activities for the entire company.

Minimum Qualifications & Educational Requirements:

1. Bachelor's Degree (preferred)
2. Strong horticulture background
3. PC skills (MS Office Suite)
4. Must be able to lift and carry between 44 and 88 pounds
5. Must have current driver's license and good driving record
6. Mechanical aptitude and knowledge of various farm machinery

## **Nursery Sales Representative**

Responsible for bringing a consistent flow of profitable new business to the division and/or the company, in accordance with the sales and marketing plan. Executes the sales and customer relations policies, maintains and improves the Company's competitive position to increase market share. Monitors customer's perception and attitudes toward the product and services provided. Identifies and communicates to production and/or shipping any specific customer preferences or requests for service and immediately works to provide solutions to any customer complaints.

Minimum Qualifications & Educational Requirements:

1. Bachelor's Degree
2. 2-3 years' sales experience

## **Nursery Customer Sales Representative**

The CSR assists customers, both internal and external, with selecting, loading and purchasing plant material. Position is a primary customer contact and provides assistance to locate requested plant material, loading, processing invoices, and collecting payments.

Minimum Qualifications & Educational Requirements:

1. Bachelor's Degree
2. Strong horticulture knowledge
3. Basic accounting, keyboard data entry, and logistics skills
4. Excellent customer service skills

## **Inventory Coordinator**

Responsible for accurate maintenance of all data and reports pertaining to nursery inventory. Position is also responsible for multiple and varied administrative functions. Provides front line customer service through direct customer contact and/or telephone inquiry. Position relies heavily on strong customer service skills, telephone skills, interpersonal skills, computer skills and ability to provide solutions to administrative related activities.

## **Hermes Nursery Job Descriptions**

### **Nursery Buyer and Inventory Manager**

This position is responsible for the purchase of nursery stock and supplies and other designated items for the entire company. Position is responsible for keeping abreast of market conditions to ensure purchases are with the most advantageous prices and terms. Position manages all aspects of multiple ongoing projects, coordinating activities with production, inventory, and shipping staff to ensure timely delivery of all items. Position also maintains wholesale inventory records in FACTS system.

Minimum Qualifications & Educational Requirements:

1. Bachelor's Degree (preferred)
2. 3-5 years' experience in purchasing, negotiations, replenishment procedures, and developing vendor relations.
3. Knowledge of horticulture, agriculture, and industry practices (preferred)
4. Strong knowledge of computer applications (MS Office Suite)
5. Experience working with automated purchasing systems