

Inventory and Sales Assistant

NATS Nursery Ltd. – Langley, BC

Job Description

NATS Nursery is seeking an Inventory and Sales Assistant with a native plant background to join our team. Located in Langley, BC, NATS was founded in 1988 and is the largest grower of native plants in BC. NATS is also the BC grower/distributor for LiveRoof, a modular green roof system. Our nursery has over 140,000 sq. ft. of greenhouse and cold frame space on a total of ~30 acres.

Your responsibilities will include:

Responsibilities:

- Manage nursery stock in nursery database reflecting accurate real inventory quantities.
- Plan and organize whole site inventory counts (twice yearly).
- Communicate accurate plant quantity estimates and quality to salespeople.
- Enter and manipulate alpha & numeric data records in Microsoft Excel spreadsheets.
- Create product availability lists and catalogues.
- Calculate seed inventory needs.
- Source and purchase native plant seed.
- Organize and catalogue seed based on species and seed ownership, and update seed inventory counts yearly.
- Assist with research on plants growing needs and propagation protocols.
- Assist in production planning.
- Assist in pulling and grading plants for orders.
- Assist with website management (WordPress) and social media marketing.

Education & Experience:

- Post-secondary education and/or experience with data management using Excel.
- Knowledge of North American native plants, especially for the Pacific Northwest, their Latin and common names is an asset.
- Growing experience is an asset.

Skills Required:

- Capacity to handle multiple tasks and prioritize accordingly.
- Ability to take short and long term responsibility for specific tasks.
- Working knowledge of information technology, database management.
- Competency in Microsoft Word, Excel and Outlook.

- Aptitude to communicate well in English in written and oral form.
- Demonstrate commitment to the job, team, and business, and if necessary work overtime on short notice.
- Stay up to date with NATS' product lines and assist where able.
- Using initiative and intelligence to get jobs done properly the first time.
- Excellent leadership and motivational skills required.
- Quick learner with ability and capacity to adapt to new plants, crops and situations.
- Good math skills.
- Maintain personal standards of work, i.e. speed and quality.
- Attention to detail and strong observational skills.
- Extraordinary character and passion; someone looking for 'more than just a job' and wants to be a part of our NATS' Team.

Compensation: Subject to experience and education. Offer Group Benefits.

Shifts: Full-time Monday to Friday, 8:00 AM to 4:30 PM.

Start Date: October, 2021

Posting Date: September 20, 2021

Only short-listed candidates will be contacted.

To learn more about NATS Nursery, visit www.natsnursery.com

Job Type: Full-time