



Role Title: Business Services Manager

Van Belle Nursery is a leading grower of ornamental plants for major mass market retailers.

We embrace progressive business practices like open book management and profit sharing to give our people opportunities as we ambitiously pursue growth.

Five Core Values are the foundation of our cherished company culture:

Best Effort; Always Positive; Respect People; Find a Better Way; Do It Now.

We hold these values dearly, and they guide our decision making for recruiting and management across our group of companies.

As a business services manager: Ensure that the sales and production team at YP can give our partners the quickest and best service possible

My goals are to:

1. Assess current Young Plant business service standard operating procedures (SOP) and policies
2. Develop and implement new SOPs and policies with entire YP business unit
3. Organize and direct business service SOPs through management of personnel and operations
4. Monitor and evaluate business service SOPs to ensure quality of services

I am responsible for:

1. Business service operations, SOPs and policies
2. Inventory control operations, SOPs and policies
3. General office management
4. Planning and approving staff hours
5. Office supply and material budgeting and purchasing
6. All accounts receivables activities
7. All sales support activities
8. Ongoing assessment and improvement of business service operations, SOPs and policies for other workflows as needed

We offer:

- A positive and dynamic work environment.
- Full time role 35 hrs of work per week
- Competitive salary of \$50,000 to \$53,000 annually, based on qualifications and experience.
- We offer participation in our company benefits plan including medical and dental coverage, as well as 10 days paid vacation per year.
- A company profit share program.
- Additional benefits available after 3 years + continuous employment.
- Clear and achievable room for career growth.

Work Location:

- 4262 Wright Street Abbotsford V2S 7Y8



Education: Business Management or Equivalent Diploma, Bachelor's Degree or master's degree

Experience: At least 5 years of business operations and management experience working with various stakeholders, sizable budgets, and creating standard operating procedures.

Terms of Employment: This is a full time, permanent position.

How to Apply:

If you are looking for new challenges and a place to grow your career, we would love to hear from you! Please submit your resume and cover letter, including your salary expectations to Human Resources.

Contact information

Susana Espinoza
HR Manager
1-888-826-2355

Applications may be submitted as follows:

1. Apply here or
2. In person to Van Belle Nursery head office: 34825 Hallert Road, Abbotsford, BC V3G 1R3

Learn more about our company at www.vanbelle.com

We thank you for your interest. Only applicants selected for an interview will be contacted.