



## Job Description

We grow plants, plants make people happy and we love hiring happy people.

### Job Description:

- Assists in directing and assigning workers in duties related to shipping
- Responsible for accuracy of all outgoing shipments
- Helps to determine shipping method for material, using knowledge of shipping procedures, routes and rates
- Prepares documents, such as work orders, bills of lading, and shipping orders to route material
- Confer and correspond with establishment representatives and company management to rectify problems, such as damages, shortages, and nonconformance to specifications.
- Contacts carrier representative to make arrangements and to issue instructions for shipping and delivery of material
- Responsible for care of pulled stock
- Assists with data entry of production, liners and container stock
- Communicate effectively with employees, coworkers and management
- Assists in conducting periodic team meetings to ensure high level of communication and teamwork within the shipping department.
- Display positive leadership whenever interacting with others
- Effectively utilize employees and resources
- Maintaining records and documentation as required by the company
- Maintain a safe work area and provide leadership for health and safety programs
- And other duties as assigned

### Qualifications:

- Horticulture degree or certificate, Plant Sciences or related agriculture degree or certificate or 2 years industry related experience, specifically growing woody plants and trees in zones 3 through 7
- Ability to lead, supervise and mentor employees
- Ability to communicate in Spanish, bilingual a plus
- Display maturity and judgement in time management
- Must be able to function in a fast-paced, team-focused environment where constant change is the norm
- Must be flexible and have the ability to cope with changing priorities

**Benefits:**

- Working with plant minded people
- Matching 401-K
- Medical
- Dental
- Vision
- Paid Time Off
- Paid Holidays
- Company paid Life Insurance

How to Apply:

Through Indeed with resume and cover letter

Job Type: Full-time

Salary: \$32,000.00 to \$36,000.00 /year