

**INTERESTED APPLICANTS: Send resume and cover letter to Human Resources Manager at employment@northcreeknurseries.com.**

|  |  |
| --- | --- |
| Position: AG Exempt  Reports To: Marketing Manager | plant trials manager |
| Position Type / Hours: | Full-time with average week 40 hours; must be willing to work additional hours as needed (whatever it takes to accomplish goals and objectives). |
| **Job Description:** The Plant Trials Manager will be responsible for the management of new products, trial and demonstration gardens, and the Gardens Department staff. They will perform various operational and supervisory functions to ensure the effective operation of the Gardens Department at North Creek Nurseries by ensuring that prescribed schedules, policies, and procedures are followed. | |
| **Job Activities / Duties:**   * Design, install, and maintain display, trial and demonstration gardens at both growing locations * Accession, maintain, evaluate trial plants and plant collections * Maintain open lines of communication with plant suppliers, universities, botanic gardens and arboreta * Manage and maintain positive relationships with the new product network of breeders, genetics companies, and plant finders * Manage Gardens Department staff (including interns) in executing day-to-day tasks * Interface with Sales, Marketing and Operations to assure successful launch of new product introductions * Administrate the royalty process (quarterly, semi-annually and annually), both incoming and outgoing * Work with Marketing Manager to develop and manage Gardens Department plant budget * Represent North Creek’s new product offerings via webinars, lectures, sales meetings to customers, and workshops * Perform additional duties as required   **Job Knowledge:**   * Extensive gardening, garden design and native plant knowledge, with emphasis on ecology   **Job Success Factors:**   * Strong time management and organizational skills are essential * Effective listening and communication skills; can organize thoughts well and express them in a clear manner * Invest the time and effort to do a good job; take pride in accomplishments * Exercise initiative; is a team player; has a positive “can-do / will do” outlook * Keep supervisor appropriately informed * Ability to work weekends or after hours when required * Maintain a clean working area (“starts clean, works clean, finishes clean”) * Work in a safe manner, reporting any unsafe conditions or safety incidents * Follow and sustain LEAN Flow or Working Smarter program in day-to-day tasks * Follow Systems Approach to Nursery Certification (SANC) practices in day-to-day tasks and strive for continual improvement of our facility practices and internal procedures   **Skills / Qualifications:**   * Ability to direct others in the completion of tasks * Strong computer skills—proficiency in Microsoft Office Suite is required; experience with working in Adobe Creative Cloud platforms helpful * Experience and comfort with public speaking and creative writing * Ability to work in all weather conditions at tasks that are sometimes physically demanding * Knowledge of perennial plant propagation helpful | |