



From sourcing and purchasing to selling, picking and organising deliveries, we have exciting opportunities for dynamic and motivated team players

With continued growth of our established and market leading Kent based horticultural business, we offer great job security and career prospects for those looking for a rewarding challenge.

If you have: -

- A passion for plants;
- Some experience in the industry: whether in floristry, landscaping, retail or gardening;
- A desire to develop a career;
- An inquisitive nature and are willing to learn;
- A basic knowledge of computers and good numerical skills;
- A right first-time attitude;
- A flexible approach to working hours in a demanding seasonal business.

We want to hear from you

We have a number posts we are currently looking to fill: -

- Procurement - Working as part of a small team you will be sourcing material from throughout the UK and Europe, meeting client's specification and tight deadlines. As a part of procurement a sound knowledge of plants is essential to promote our homegrown stock wherever possible.
- Logistics - Can you find your way around the UK? Getting the right products to the right place at the right time? A knowledge of plants will help you determine how much space is needed, how heavy a load will be and how long it will take to load and unload the vehicle, keeping to a planned delivery service using our own fleet and appointed hauliers.
- Pick & Pack - Heading a team of pickers, do you know your *Abelia* from your *Zelkova*? In a busy environment, it remains at our core to Pick & Pack to meet the client's specification and timelines. An eye for detail is essential whilst ensuring works are completed on time to ensure the logistics team can load and dispatch.
- Sales - Are you good at multitasking? The sales team receives enquiries from bulbs to specimen trees for schemes ranging from a domestic garden to a municipal park. The post-holder will provide a prompt and professional quotation service meeting the client's specification and budget. In this fast-moving environment, you will build partnerships with our clients, responding efficiently by phone, email or face to face.



Our Offer

- Starting at 20K per annum rising to 25K over 18 months, your salary will progress as you develop into the role. Already doing a similar role? Let us know and we can look at fast tracking the salary point;
- Our pledge to support you through a robust in-house training programme from a market leading company, developing your skills to deliver excellence in horticulture;
- For the right applicants, enrolment into our training programme for first line managers and supervisors, along with accredited CPD courses to provide transferable skills.

Interested?

Call Simon on (01233) 811308



Draft Syllabus for CPD Training

Main topic unit	Secondary units
Role of first line manager	Role of first line manager
Role of first line manager	Tell me show me how
Role of first line manager	Coaching skills
Role of first line manager	Delegation skills
Understanding people	What makes people tick
Understanding people	Types of people - e.g. Belbin, etc.
Understanding people	Group characteristics
Understanding people	Group dynamics
Understanding people	Equality & diversity
Communication skills	Communication skills
Communication skills	How to talk to people
Communication skills	Dealing with difficult people
Communication skills	Presenting skills
Finance introduction	Finance for non-financial managers
Finance introduction	Budgeting for FLM
Health & safety	Health & safety
Leadership skills	Leadership skills
Leadership skills	Team building
Leadership skills	Poor performance & difficult behaviour
Leadership skills	Performance & appraisals
Leadership skills	Tough conversations
Sales & marketing	Sales for non-sales people
Sales & marketing	Customer care
Sales & marketing	Negotiation skills
Running a business	Running a business
Running a business	Meeting stakeholder needs



Main topic unit	Secondary units
Running a business	Procurement of materials & services (plants)
Managing change	Managing change
Managing change	Response to change
Managing quality	Maintaining quality
Managing quality	Managing quality
Characteristics of high performing teams	Characteristics of high performing teams

Draft Syllabus for In-house Training

Topics for staff mentoring	Delivered by	Suitable for
Soils and soil handling	Tim O'Hare Associates	Staff and customers
Principles of plant production, how a plant grows, including plant nutrition and mycorrhiza	PNL + suppliers	Staff and customers
Plant identification – including plants and their functions and uses plus the stories behind plants. This should be a regular recurring element in all courses. Staff will be expected to participate with the weekly held plant ID sessions	PNL	All Palmstead staff (in particular: office, operations and production would have a regular weekly session (30 mins max) about the plants and self-test at the end of the week)
Plant procurement - when and where to buy - the pros and cons of contract growing - getting it right first time	PNL	Staff and customers
Plant handling and on-site care	PNL	Staff and customers



Plant establishment	PNL	Staff and customers
Principles of plant use	PNL	Staff and customers
Designing with plants – Trees	Peter Thurman	Staff and customers
Designing with plants – Shrubs	PNL	Staff and customers
Designing with plants – Perennials	PNL	All, but more for designers
Designing with plants – Grasses	PNL	All, but more for designers
Designing with plants – Hedges	PNL	All, but more for designers
Poisonous plants – the risks of toxicity	PNL	All, but more for designers
Soil preparation and planting/turfing	PNL	Staff and customers
Tree planting	PNL	Staff and customers
Irrigation systems & the water needs of plants	PNL + irrigation company	Staff and customers
Construction site issues & perils	PNL	Staff & commercial customers
Successful working with Landscape Contractors	PNL + D. Dodd + R. Simmonds	Staff & designer customers
Running a small business – profit is not a dirty word	PNL	Staff & designer customers
Landscape Maintenance – long-term care	PNL	Staff and customers