

Shipping Coordinator Position

We are looking for an individual to join our company as a Shipping Coordinator and to be an active member of our team. This individual supervises the shipping crew and oversees shipping processes with a focus on the daily inputs and flow of labor, quality, vendors, record-keeping and equipment needed to accomplish daily and long-term goals. The person in this position reports to the Shipping Manager.

The Shipping Coordinator position at Hoffman Nursery, Inc. is essential to the overall success of the nursery. Communication skills, organization, attention to safety and detail, and time and records management are critical to the success of the Shipping Coordinator. He or she must be willing to assist in other areas of the nursery if needed.

You will be expected to do the following: lead by example; train and motivate the shipping crew; ship crops of the highest quality; determine shipping goals in conjunction with the Shipping Manager; improve process flows and standard operation procedures; make sure equipment is maintained to minimize down time; manage all processes related to shipping; retrieve plants from greenhouses and ship to customers; participate in training, workshops and trade shows; follow nursery Best Management Practices; keep complete and accurate records; monitor safety in all aspects of shipping and throughout the nursery; and perform other duties as assigned.

Major Duties and Responsibilities:

- Oversee and supervise the entire shipping process ensuring that only the highest quality plants are sent out. Actively seek out and implement new methods and materials to improve the shipping process.
- Assist in creating weekly shipping plans and schedules to support Hoffman Nursery, Inc. yearly sales goals.
- Supervise all employees in the Shipping Department ensuring that all work is appropriately prioritized and completed in a timely manner.
- Train and supervise Shipping Department employees according to Hoffman Nursery, Inc. standards and policies. Assist in performing regular evaluations of Production Department employees as outlined by Hoffman Nursery Inc. Management.
- Develop and maintain Shipping Department standard operating procedures ensuring employees understand and follow the procedures.
- Incorporate Lean Flow practices throughout the production department.
- Provide monthly benchmarking reports indicating efficiency shipping crew. Develop strategies to improve overall effectiveness.
- Identify all potential issues that may impact shipping and communicate those issues with possible solutions to the appropriate Hoffman Nursery, Inc. personnel.
- Assist in training and communicating safety procedures and practices to Hoffman Nursery, Inc. staff.
- Incorporate Best Management Practices in all nursery processes related to shipping.
- Be in alignment with Hoffman Nursery core values
 - Show respect
 - Live with Integrity
 - Strive for Excellence
 - Be passionate and energetic
 - Improve and Adapt
 - Empower through Learning
 - Celebrate Success
- Work outside and in greenhouses in all types of weather.
- Be able to lift and carry up to 50 pounds, and have the physical ability to perform job-related duties.
- Perform other duties as requested or assigned.

Specific skills and qualifications necessary for this position:

- 3 – 5 years shipping experience
- Supervisory and managerial skills
- Demonstrated initiative and self-direction
- Demonstrated ability to work as a team member, striving for individual as well as team success
- Good interpersonal skills
- Excellent communication skills
- Excellent time management skills
- Very strong attention to detail
- High level of safety awareness
- Flexibility and the ability to pitch in when and where needed

This is NOT the right position for you if you are:

- Not interested in working at a small, but expanding company.
- Someone who does not like working outdoors.
- Someone who has trouble taking direction.
- Someone who comes in and thinks "Hmm... what should I do today?"
- Unable to provide UP-TO-DATE employment references

Who we are:

Hoffman Nursery, Inc. is a wholesale plant nursery specializing in ornamental and native grass liners. Located in northern Durham County, North Carolina, we are a small company with a national reputation for growing high-quality plants. In business for 30 years, we are small enough for team members to know each other, but large and established enough to be a stable company. We continue to expand our reach to new markets and customers. We are successful because we have a great team and are constantly looking for new ideas and new ways to move forward. We sell ornamental grass liners to wholesale nurseries, landscapers and other horticultural businesses and institutions. We are increasing our sustainability practices in all areas of the nursery.

Our mission is to produce the highest quality plants, deliver unsurpassed customer service, and actively support environmental stewardship to promote a better life for our employees, our neighbors and the world.

Where you'll be working:

We have a professional, yet fun and casual nursery environment located on a former tobacco farm in rural Rougemont, about 20 minutes north of Durham, NC. The farm is 45 acres with production space, stock beds and woods. Display gardens surround the work areas for the benefit of employees and customers alike. You'll be working directly with the Shipping Manager, shipping crew team members, growers and members of the sales team.

When you'll be here:

This is a full-time salaried position averaging 40-45 hours per week, with more hours during heavy spring shipping season and fewer hours in slower shipping season.

What you can expect from us:

We are very focused on growing high quality plants in a clean safe environment. Your manager will make sure you have the tools you need to do the job well. We will expect a lot out of you, but we

also support you in reaching goals. We keep an open line of communication between team members and departments and rely on you to ask if you need help or guidance. We have high expectations of ourselves and our staff, and will place a lot of responsibility in your hands.

Pay for this position depends on your skills and experience. There is a 90-day trial/training period, and compensation is based entirely on the person's demonstrated value to the organization.

We offer competitive wages, paid holidays and paid time off. We offer health insurance, including vision and dental coverage, as well as life insurance. We also offer retirement benefits.

To Apply

If you like what you've read, then our company has a lot to offer. Our staff is treated with great respect, given an opportunity to work in the fulfilling field of horticulture, and our company is highly respected in the industry. We are an innovative company, where you'll gain knowledge and experience that will help you in all parts of your life.

We're looking for qualified candidates only, please.

To apply for this position, go to <https://hoffmannursery.bamboohr.com/jobs/view.php?id=1>

If you have questions, please direct them to jobsavailable@hoffmannursery.com