

## Dispatch Coordinator

Architectural Plants is an award-winning specialist plant nursery near Pulborough, West Sussex, with a reputation for supplying amazing plants and designing & planting beautiful gardens. We are looking for an extremely reliable and hardworking individual to lead our busy Dispatch department with the responsibility for picking, quality checking and loading our plants and trees ready for our Delivery and Planting Teams.

The role:

- To lead and support the dispatch team to organise and gather orders ready for delivery, ensuring our plants are collected at least 3 days ahead of delivery, whilst maintaining the highest quality plant standards possible.
- You will be responsible for quality checking every plant that leaves the nursery for delivery to our customers.
- Be alert to general plant welfare and husbandry, reporting quality or any pest & disease concerns to the relevant person.
- To effectively communicate with our Transport, Sales & Design, Planting, and Nursery Teams as well as external delivery services, regarding upcoming deliveries.
- Ensure working and public areas are safe, clean and tidy at all times. Ensure all equipment used is fit for purpose before use, report any faults/problems to relevant person.

The person:

- Our plants are big – you will need to be strong and physically fit, and have an ability to think through issues to devise effective solutions to overcome challenging loads.
- This is a crucial role within the company requiring the ability to communicate clearly and effectively with every facet of the business. A friendly, can-do attitude and fantastic communication skills is an absolute must.
- Extremely well organised, logical, and solution-focused.
- Experience leading teams and/or departments in a similar role, preferably in a horticultural setting.
- Ability to work efficiently and independently, using your own initiative to prioritise a busy workload and adapt to new working methods as necessary.
- A reliable, safe pair of hands, with exceptional attention to detail and a willingness to learn.
- Experience using forklifts, pallet trucks and other delivery and warehouse equipment is essential.
- Horticultural experience/knowledge is desirable, including the ability to prune and clip plants and trees to shape.
- An unyielding commitment to delivering high horticultural and customer service standards is a must.

What you'll receive:

- Salary from £26,000 p/a
- Staff discount



- Access to our company bonus scheme
- Company events
- Cycle to work scheme

**If you think this role could be the perfect fit for you then don't hesitate to apply below.**

**Application Process:**

Apply by sending your CV and a covering letter or short video to [jay@architecturalplants.com](mailto:jay@architecturalplants.com)

The recruitment process will then involve a short telephone interview followed by an in-person interview with the Head of Operations and/or Head of Sales. Successful applicants will then be asked to undertake a paid trial on the Dispatch Team.

Expected Start Date: August 2024

Job Types: Permanent, Full time

Hours: 7.30am - 5pm, Monday to Friday

Salary: From £26,000 p/a

Licence/certification: Driving Licence required

Work remotely: No