

## Wholesale Plant Production Nurseries

Growing beautiful indoor plants



A member of the  
**Australian Greenlife Group**  
[qif.com.au](http://qif.com.au)

November 2023

### POSITION DESCRIPTION – OPERATIONS & PRODUCTION COORDINATOR, SANDY BEACH NSW

We are seeking a highly motivated and experienced **Operations & Production Coordinator** at our Sandy Beach wholesale nursery (119 Morgans Road, Sandy Beach NSW 2456). Reporting to the Business Manager, the primary focus will be to support all operational and production activities. All production staff report directly to the Operations & Production Coordinator. The role requires an elevated level of leadership linked with excellent communication and time management skills. Remuneration is negotiable and will be based on qualifications and experience.

Sandy Beach is located a short 20min drive north from Coffs Harbour.

### About QIF

QIF has a vision to deliver success for its customers, staff, and owners by:

- Producing the highest quality plants at a competitive price
- Providing the most responsive and agile customer service
- Ensuring a safe and healthy workplace environment
- Operating profitable businesses that generate reasonable returns to shareholders

**Australian Greenlife Group (AGG)** owns and manages three wholesale nurseries located at Alstonville and Sandy Beach NSW, and Ningi QLD. Australian Greenlife trades under the 'QIF' banner which represents Quality Indoor Foliage. AGG produces high quality indoor and flowering plants for the retail and plant hire markets. Customers include hardware, garden centres, wholesalers, and plant hire providers.

The first QIF nursery located at Ningi QLD was established in the 1980's and was operated for some 25 years by the previous owners until it was acquired in 2016 by AGG. Since 2016, the business has doubled in size and AGG have ambitions for further expansion of the business. Across the Australian Greenlife Group approximately half of the Group's revenue is evenly split between sales to plant hire providers and retailers. AGG uses a mix of young plants produced in-house and procured from third party suppliers.

Key crops include Begonia, Calathea, Codiaeum (Croton), Dieffenbachia, Hibiscus, Hoya, Kalanchoe, Philodendron, Schlumbergera (Zygo Cactus), Spathiphyllum, and several other crops.

## Position Description

**Position title:** Operations & Production Coordinator

**Reports to:** Business Manager

The position will work closely with the Business Manager to plan, implement, and control all activities associated with the successful operation of the nursery. The successful candidate will be responsible for a range of tasks, including but not limited to:

- Provide regular updates and reports.
- Assist in the development of the production plan.
- Oversee the production of the various crops aligned to the production plan.
- Support, motivate, and direct production team members.
- Provide leadership and culture development linked to change management.
- Ensure a safe workplace environment.
- Identify and develop sustainable step-out growth opportunities.

The successful candidate will have previous experience in a similar wholesale nursery role or have demonstrated a capability to take the next step in their horticultural career. This is a hands-on role that is at times physically demanding including but not limited to movement of stock, supervising transplant teams, and applying crop treatments. The business also undertakes plant propagation. A solid understanding of mother plant management and vegetative propagation methods is essential.

### Essential skills required:

- Diploma in Horticulture (or equivalent) qualification.
- Minimum of five years' experience in a similar role.
- Excellent verbal and written communication skills.
- Exceptional organisational skills and proven ability to meet deadlines.
- Ability to manage a team and meet production schedules.
- Ensure plant quality standards are maintained throughout the production process.
- Analyse existing operation and production processes and make recommendations for continuous improvement.
- Proficient with Microsoft Office (Excel, Word, Outlook).
- Enjoy working in the business as well as on the business.
- Remain cool under pressure.

### Preferred skills required:

- Good understanding of Workplace Health & Safety (WHS) processes
- NSW forklift license (class LF)

**Start date:** Monday 22<sup>nd</sup> January 2024

## To Apply

To apply please forward a cover letter and resume to [monika.smith@gif.com.au](mailto:monika.smith@gif.com.au). An attractive remuneration package will be commensurate with experience. Applications close **5:00pm Friday 15<sup>th</sup> December 2023**.