



Job Description

<u>Job Title:</u>	Dispatch Supervisor.
<u>Responsible to</u>	The General Manager.
<u>Purpose:</u>	To supervise and work on the dispatch of container and field grown nursery stock for the wholesale and retail market.

Responsibilities:

1. Pick stock for dispatch, prepare documents, maintain stock control systems/database, organize freight and prepare plants for dispatch and/or;
2. Supervise and instruct team members on the collecting, collating and packing of orders to customer standards.
3. Demonstrate excellent communication, teamwork and time management skills.
4. Liaise with other supervisors about work requirements to help them when needed and to facilitate the smooth running of the nursery as a whole.
5. Keep sales and production details as required by the production control system.
6. Attend weekly management meetings and contribute ideas on increasing nursery efficiency, plant quality and customer satisfaction.
7. Report on supplies needed. In particular monthly stock takes of pallet sides, boxes and labels that need reordering.
8. Organise resources to dispatch stock in a timely manner and ensure an efficient workflow.
9. Report on equipment requirements and faults.
10. Carry out quality control at every stage in the dispatch process with a keen eye for detail.
11. Ensure all crops that are ready for sale are displayed in the shop or are available for the shop to sell.
12. Assist in planning production of plants along with resource and labour requirements.
13. All other duties as required.