**Title: Plant Procurement & Nursery Admin**

**Advertiser: Synthemis Pty Ltd, t/as Balance Enviro Solutions**

**Head Office: Fairfield, Melbourne**

**Hours: Full time 7:00am – 3:30pm**

**Salary: to be discussed during interview**

Balance Enviro Solutions specialises in the design, construction and management of; wetland, riparian and revegetation projects, ecological restoration and aquatic environments. We are an interesting, progressive workplace with a positive atmosphere. Our Head Office is based in Fairfield, we also a nursery and office in Bangholme, a nursery holding bay in Werribee and an office QLD, with clients and sites all around the Melbourne region.

Our Plant Procurement & Nursery Admin team member is a full-time position that combines administrative & practicals skills with a strong focus on Quality Assurance ISO 9001 & 14001 Environmental Sustainability as we move towards obtaining these certifications.

Internally the Plant Procurement & Nursey Admin team member will report to the Director and will work closely with:

Estimator - to obtain a good understanding of what stock is required for each awarded job and when the stock is needed. They will also discuss any changes to pot sizes and plant substitutes where required.

Nursery Manager – ensuring internal plant orders are met

Office Manager – Purchase Order preparation, admin-based duties & system implementation

Crew Members – Purchase Order generation, deliveries & stock requirements where applicable

The Plant Procurement & Nursery Admin will also need to work closely with external nurseries for ordering, Landscape Architects & Councils for and changes to plans (and nurseries for deliveries of stock).

Roles and Responsibilities include (but are not limited to):

* Assessing project plans/drawings and identifying any issues in planting schedules early
* Creating master lists & tracking sheets
* Cross-referencing quantities/species lists between plans, tender, airtable database
* Gathering quotes from multiple suppliers to ensure best quality stock is sourced at best possible pricing
* Ensuring budget is met
* Managing any necessary changes to plans – directly with Landscape Architect or Council
* Liaising with suppliers
* Drawing up purchase orders for each supplier and distributing to the relevant project manager to be checked and passed on to suppliers
* Stock filling from internal nursery where required
* Communication with senior project manager
* Other Duties as directed

Essential skills:

* Impeccable knowledge of plant species and provinces
* Time management
* Excellent knowledge of wetland zones
* Excellent knowledge of Indigenous Victorian Flora
* Good communication skills
* Sound understanding of Nursery environments
* Interest in horticulture
* Manual Drivers License

Current certificates/licenses are preferred:

* White Card (essential)
* First Aid
* Tertiary or TAFE qualifications with our industry
* ACUP

**How to apply:**

**Please send your resume with a brief cover letter to** [recruitment@balanceenviro.com.au](mailto:recruitment@balanceenviro.com.au)