

JOB DESCRIPTION

Position Title: Horticultural Coordinator – Temporary Position

Department: Tag Creation

Supervisor: Tag Creation Manager

GENERAL PURPOSE:

Research and provide accurate detailed horticultural information for the creation of product and completion of projects for the WestRock Hort Division

ESSENTIAL JOB FUNCTIONS:

- Use knowledge of horticulture, plant habit, nomenclature, plant breeders, etc. to ensure accuracy and quality of plant research.
- Follow standardized copy formats and style guides to meet project and customer needs
- Maintain current and consistent customer specific information in our files, including, but not limited to photo preferences, horticultural copy preferences and unique product specs.

Qualifications:

- Bachelor’s degree from accredited four-year college or university or a minimum 2 years related experience; or equivalent combination of education and experience
- Proficient in Microsoft Office, with advance skills in Microsoft Excel preferred.
- 6 months – 1-year Garden Center or Internship/Internships working in a Garden Center or Botanical Gardens preferred.
- Ability to work independently and meet project deadlines
- Ability to perform work accurately and thoroughly.
- Must be able to perform all essential functions of this job with or without reasonable accommodation.

JOB DESCRIPTION REVIEW:

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in this description.

I understand this job description and its requirements and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time. I have noted below any accommodations that are required to enable me to perform these duties. I have also noted below any job responsibilities or functions, which I am unable to perform, with or without accommodation.

Employee’s Signature

Date

Supervisor or Orientation Leader

Date