



MULTI PACKAGING SOLUTIONS

JOB DESCRIPTION

Job Code: GC1207

Position Title: Horticultural Coordinator

Department: Tag Creation

Supervisor: Tag Creation Manager

GENERAL PURPOSE:

Process custom orders including those involving complex design and/or custom die shapes. Provide accurate detailed horticultural information and photography for the creation of product through the JHH Front End and for the JHH consumer website; BloomIQ.com. Maintain and add photography to the photo library to ensure quick processing of orders through the JHH Front End. Work in a team environment to better facilitate production and problem solving while maintaining quality and customer service

ESSENTIAL JOB FUNCTIONS:

- Process custom tag orders through photo evaluation, copy, and layout requirements, mock-up preparation, and creating proofs for the customer.
- Use knowledge of horticulture, plant habit, nomenclature, plant breeders, etc. to ensure accuracy and quality of plant research.
- Maintain integrity of all plant database systems.
- Work directly with our customers, as required to ensure quality product, meet their turn times expectations and get questions answered quickly.
- Maintain current and consistent customer specific information in our files, including, but not limited to photo preferences, horticultural copy preferences, unique product specs and tag/product layouts.
- Ensure product quality through consistent use of our quality documents, work instructions and standard operating procedures.
- Assist Customer Service, as required to ensure all dates are met on orders.
- Provide technical support to internal and external customers.
- Continually expand knowledge of processes through cross-training and available company sponsored educational classes and trainings.
- Assist in training of the new Horticultural coordinators and other department members as needed.
- Assist all other areas of the JHH Front End as needed
-

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.
- Basic to moderate experience work on building/maintaining a database structure preferred.
- 6 months – 1-year Garden Center or Internship/Internships working in a Garden Center or Botanical Gardens preferred.
- Ability to get along with a variety of personalities and individuals.
- Ability to perform work accurately and thoroughly.
- Must be a team player with a strong work ethic.
- Must be able to maintain good attendance, adhering to the MPS attendance policy.
- Must be able to perform all essential functions of this job with or without reasonable accommodation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee is required to: sit, stand, walk, talk, see, and hear.

In Terms of an 8-hour workday,

On the job employees must:	Not at all	Occasionally (<2 hours)	Frequently (2-5 hours)	Continuously (5-8 hours)
Bend/Stoop/Kneel/Crouch		X		
Stand		X		
Reach above shoulder level		X		
Talking or hearing			X	
Sit			X	
Repetitive Operations			X	
Use hands/fingers to handle/feel			X	
Data Entry		X		
Extended Phone Use		X		

During work the employee must lift and/or push/pull:

On the job employees must lift:	Not at all	Occasionally (<2 hours)	Frequently (2-5 hours)	Continuously (5-8 hours)
Up to 10 pounds		X		
Up to 25 pounds		X		

This position has special vision requirements:

Close vision – clear vision at 20 inches or less.

Ability to adjust focus – adjust the eye to bring an object into sharp focus.

The noise level that is typical for the work environment of this position is

Moderate noise (examples: business office with computers and printers, telephone communication))

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