

JOB DESCRIPTION

Title: PROPAGATION MANAGER

Reports to: Managing Director

Job Purpose: Manage the daily production of plants from seed, cutting, grafting and tissue culture deflasking, to achieve monthly production targets.

Key Responsibilities & Accountabilities:

Production

- Prioritise workload in order to achieve production KPI's & quality targets
- Coordinate the collection of cuttings, both on and off site
- Manipulate propagation environments to maximise strike rate/germination
- Monitor germinations to ensure production targets will be met
- Ensure regular maintenance to irrigation systems related to propagation
- Monitor & treat pest and diseases in propagation areas
- Implement integrated pest management program as required
- Manage a stock plant program to ensure cutting availability
- Carry out trials as required

Administration, Record Keeping & Reporting

- Weekly involvement in management meeting on progress of cutting program, along with any issues
- Recruit, train and manage a propagation staff of over 12 team members
- Monitor daily output & ensure records are up to date
- Oversee the ordering of seeds, tissue cultures and other consumables
- Ensure all stock produced is labelled in accordance with guidelines
- Develop and maintain comprehensive records for propagation
- Reconcile deliveries, including tissue cultures against invoices

Internal Contacts:

- Regular contact and instruction to staff assisting with propagation
- Regular contact with Production Scheduler
- Daily contact with Production Manager
- Daily contact with Managing Director

External Contacts:

- Suppliers as required

Minimum Job Requirements:

- 10 years propagation experience in a nursery producing over 2 million plants per annum
- Good computer knowledge