



POTTED UP is a boutique landscape firm offering landscape design, installation and maintenance services in the city of Boston, MA. Founded in 2007, our award-winning work is customized, inspired and crafted from an array of styles to achieve our client's landscape goals. We are a fast-growing company and we are excited to offer fun, pro-active professionals an opportunity to build a career at Potted UP.

### **Horticultural Plant Buyer**

The Horticultural Plant Buyer and Gardener is a full-time, in person, year-round position comprised of two critical functions to the success of our company: Plant Procurement and Fine Gardener. The position is fast paced requiring excellent planning, organization and time management skills, attention to detail and the ability work on multiple projects at once.

### **Responsibilities**

- Product procurement:
  - Source, procure and deliver tree, shrub, ground-cover, ornamental grass, perennial and annual plants, seasonal displays (i.e. pumpkins, gourds, etc.) and holiday decorations (i.e., trees, garland, wreaths, organics, ribbon, etc.)
  - Tag plant materials and organize materials by client/jobsite so that field managers can easily access
  - Maintain accurate records for invoicing products
  - Develop and maintain professional relationships with existing and new vendors: nurseries, garden centers, growers and online providers
  - Attend tradeshow, industry association meetings
  - Research gardening trends, elements, décor and propose for client's garden
- Fine Gardener:
  - Assist Field Manager with instructing and directing gardeners
  - Opens garden and prepares garden for growing season
  - Prunes, transplants, dead-heads, weeds, rakes, mulches and performs other tasks as assigned
  - Fertilizes plantings and follow organic pest management program
  - Closes garden and prepared garden for winter season
  - Installs holiday displays

### **Responsibilities Time Allotment:**

- Product Procurement:
  - Spring, early Summer & early Fall: 70% of time will be allocated to product procurement with 30 % allocated to providing fine gardening services.
  - Summer, mid Fall to early Winter: 70% of time will be allocated to fine gardening and holiday installation, with 30% time allocated to product procurement
  - Winter: Research and Development of gardening trends and garden enhancements to propose to existing clients

POTTED UP, 535 Albany Street, Suite 402A, Boston MA 02116. 617.504.4139. [www.Pottedup.com](http://www.Pottedup.com)

POTTED UP is committed to the selection, growth and development of talented individuals from within and outside the Landscape Design profession who have demonstrated talent in design, horticulture and excellence service delivery. Potted Up is an equal opportunity employer.



**Experienced required for this position:**

- 2 – 3 prior experience of industry vendors and gardening experience
- Plant Identification and maintenance knowledge a must. Industry certificate a plus
- Massachusetts Driver's license and excellent driving history with comfort driving and parking in Boston
- Ability to drive dump truck and cargo vans
- DOT medical card
- Ability to collaborate and work as a team member
- Ability to multi-task and good time management skills
- Ability to lift 50 lbs.
- Strong knowledge of the following Software/Technology:
  - Google calendar, Gmail, Dropbox
- Excellent verbal and written communications

**Benefits:**

We offer a highly professional, cooperative work environment by promoting a strong sense of teamwork, excellent client relations and a friendly, respectful work environment. Benefits include:

- Paid Vacation Time & Holidays
- Paid Sick Time
- Retirement program with company match (401K) available after 1 year of employment
- Annual Performance Bonus Program
- Educational and Licensing stipends

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