

The Butchart Gardens is looking for a qualified individual from within the company to fill the following position:

DEPARTMENT: Gardening

POSITION: Horticultural Assistant

The successful candidate will provide administrative, technical and creative support to the Gardening Department.

The successful candidate will be required to:

- Coordinate seed, cutting and bulb orders with greenhouses and outdoor garden areas.
- Enter information for planning/planting lists
- Ordering, receiving and reconciling seed, bulb and misc. plant orders
- Provide recommendations/make decisions regarding order changes/plant substitutions
- Collect information, draft documents, initiate communication, update correspondence (including policies and procedures), proof reading
- Produce planting, sowing, bulb and misc. plant lists for individuals and for designated areas
- Provide and distribute updates and information to managers, supervisors and growers
- Research new plants and products
- Assist in the planning of garden displays
- Plan and coordinate seasonal displays around gardens and potentially the Show Greenhouse
- Respond to gardening related inquiries from our visitors. (email, phone)
- Organize office, properly file documents (orders, confirmations etc.)
- Assist with record keeping and reporting
- Represent the Gardens at trade shows, provide onsite tours when requested
- Staff training
- Uniform Liaison

The successful candidate will possess (all or most of) the following qualifications:

- Related experience in most or all of the listed job requirements
- Self-motivated, well organized and efficient
- Strong communication skills (both written and oral)
- Ability to conduct oneself in a patient, polite and professional manner
- Excellent knowledge of plants and garden design
- Proven artistic ability
- Familiarity and understanding of the Gardens and the level of excellence of our horticultural displays
- Detail orientated, resourceful, with the ability to problem solve and multi-task
- Ability to work well under pressure
- Knowledgeable in word processing and spreadsheet programs

This is a full time year-round salaried position that will commence on December 1st, 2018. Remuneration will be commensurate with this level of responsibility.

This posting will close at the end of the day on Wednesday, November 14, 2018. Please submit cover letter and resume to the Human Resources department. Copies of this posting are also available upon request from the Gardening or HR departments.