



## Job Posting

# Operations Coordinator

**Date Posted:** January 17, 2023

**Location:** Blooma Farms, Arvada, Colorado

**Please Contact:**

Harry Vlottes

[Harry@bloomafarms.com](mailto:Harry@bloomafarms.com)

**Compensation:**

\$ 18 - \$22/hour

Wage depending on experience and qualifications

Full time

**To Apply:**

Please submit resume and cover letter to: [Harry@bloomafarms.com](mailto:Harry@bloomafarms.com)

Mid-sized Colorado wholesaler and grower of annuals, perennials and vegetables seeks an Operations Coordinator ideally with some plant knowledge or a passion to learn & to join our dynamic team. You will be responsible for a variety of job duties that support the company in bedding plant sales and customer satisfaction for the beautiful varieties of plants we grow and sell in Colorado and the regional markets around us.

The primary function of this position is to assist the General Manager and Operations Manager in all operations, becoming proficient in our in-house software and other apps utilized to support marketing and sales, general farm management and facilities upkeep.

**Requirements**

- Coordinate day-to-day shipping operations of mid-size, wholesale greenhouse under time constraints, including coordinating order fulfillment (average per week at peak seasons: TBD), quality assurance checks on plants that in peak season is multiple daily truck-loads, and scheduling and routing of deliveries with truck drivers.
- Concurrently coordinate seasonal shipping operations of Rocky Mountain Liners under time constraints, Blooma Farms' plant liner division, including order fulfillment, completing quality assurance checks on tens of thousands of plants, customer database maintenance, receiving and distribution of tens of thousands of tags, and routing of deliveries that include regional deliveries with truck drivers or national deliveries with FedEx.
- Manage customer outreach for both Blooma Farms and Rocky Mountain Liners via Mailchimp email marketing campaigns, including developing and writing promotional

content, maintaining contact list, and capturing and posting weekly availability pictures to Blooma Farms website using WordPress.

- Assist in ordering of yearly supplies and materials for greenhouse propagation and finishing, including conducting internal inventory, quote analysis and cost comparisons, and negotiating with vendors and brokers.
- On a daily basis, when necessary, deliver orders while operating medium-duty delivery trucks across Denver metro and surrounding areas, operate forklifts for moving supplies and products on greenhouse property, and invoice customers using QuickBooks.

### **Minimum Required Skills, Experience and Education**

- Bachelor's degree
- Excellent PC proficiency including Microsoft, Word, Excel and Outlook and ability to learn new software.
- Ability to work independently and under time constraints.
- Ability to communicate effectively with office staff, other employees and customers.
- Excellent analytical and problem-solving skills.
- Accurate data entry skills.
- Organizational skills.
- QuickBooks experience very helpful.
- Plant (annuals, perennials and vegetables) knowledge very helpful.
- Bi-lingual in Spanish is a plus

### **About Blooma Farms**

Established more than 30 years ago as "Brown's Greenhouse", Blooma Farms strives to master the art of growing exceptional and hardy plants. We deliver innovative plant varieties to stay ahead of "garden" trends and provide exceptional, responsive customer service. We cultivate and supply an extensive variety of annuals, perennials and vegetables. Blooma Farms is a premier wholesale grower of annuals, perennials and vegetables in Colorado. Our signature quality and innovative plant varieties have led to a loyal following for plants. With a hard-earned reputation for quality and service, we provide garden centers and landscapers throughout the area with beautiful plants.

Blooma Farms offers competitive pay, a complete benefits package upon eligibility that includes insurance and paid time off. This is an opportunity to work with a great group of people.