

Production Manager

Lennon Farm Greenhouses in Tabernacle, New Jersey is looking for an experienced and detail-oriented Production Manager! This is a full-time, year-round position.

Lennon Farm Greenhouses is a wholesale grower of annuals, mums, plugs, and poinsettias. We work with several broker companies to facilitate sales of our young plants, as well as local growers, garden centers, and landscapers. The person in this position is responsible for organizing accurate information in a timely manner and overseeing the execution from start to finish.

The hours for this role are in the office Monday-Friday 8am-5pm, and some weekend shifts during the peak season (December-April) as necessary. Non-peak months may allow for you to take 3-day weekends and participate in industry-wide conferences, where you may also take advantage of networking, seminars, and professional development workshops.

Day-to-day Responsibilities:

- Oversee and supervise office staff, machine operators/production staff, and the Quality Control specialist. Work closely with staff to ensure clear communication and effective problem solving.
- Create and execute internal Production Plans at all levels (i.e., weekly, monthly, seasonally)
- Schedule and conduct weekly production meetings with key personnel
- Coordinate with external software company to sort out issues and achieve long-term goals
- Manage inventory of all goods required to produce final product (including obtaining quotes from various suppliers, negotiation of prices, and purchasing)
 - o Plastics (trays, pots, etc.)
 - o Soil and chemicals
 - o Seed/unrooted cuttings/liners (assisted by Office Administrator)
 - o Tags/Labels

Other responsibilities may include:

- Interviewing candidates for open positions
- Communicate with suppliers and vendors regarding incoming orders, backordered items, and availability issues
- Assist other departments as needed in the greenhouse (quality control, shipping)
- Manage employee time-off requests

The ideal candidate will have:

- Experience using Microsoft Office, specifically Excel (required)
- A High School Diploma or GED (required), or Bachelor's Degree (preferred)
- Reliable transportation and can commute to Tabernacle, NJ
- A great attention to detail and organizational skills
- An effective approach to time management
- The ability to work well in both individual and collaborative environments

Compensation:

- Salary commensurate on experience
- Two weeks paid vacation + 5 holidays (New Year's Day, Memorial Day, Independence Day, Thanksgiving, Christmas Day)
- Healthcare coverage (75% paid by the employer, 25% paid by the employee)