



Plant Procurement Specialist

Position Overview:

Terren Landscapes, a leading landscape design and construction firm, is seeking a dedicated Plant Procurement Specialist to join our dynamic team. This role is crucial in ensuring the seamless sourcing, ordering, and inventory tracking of plants and materials required for our various projects. As a Plant Procurement Specialist, you will play a pivotal role in supporting our design and construction teams, managing project timelines, and maintaining our commitment to quality and sustainability.

Key Responsibilities:

- Manage all aspects of plant and material procurement, including sourcing, purchasing, and tracking inventory.
- Establish and maintain relationships with suppliers to ensure the best quality, value, and timely delivery of materials.
- Collaborate with the design and construction teams to understand project needs, timelines, and specific plant requirements.
- Monitor inventory levels and manage orders to meet project deadlines without overstocking.
- Develop and implement procurement strategies that align with budgetary constraints and project specifications.
- Assist in project management tasks, ensuring that procurement activities align with project milestones and deadlines.

Qualifications:

- Past experience in plant procurement preferred, or a similar role in the landscaping, horticulture, or construction industry.
- Strong knowledge of plant materials, with the ability to identify and source a wide range of plant species.
- Excellent organizational and time management skills, with the capacity to manage multiple projects simultaneously.
- Strong negotiation and relationship-building skills, with a track record of working effectively with suppliers and vendors.
- Familiarity with project management principles and the ability to assist teams in meeting project timelines
- Ability and willingness to learn our LMN Landscaping Software
- Comfortable in using Excel and other Microsoft Office applications
- A passion for landscaping and a commitment to creating sustainable, beautiful outdoor spaces.

Benefits:

- Competitive salary based on experience.
- Health insurance and 401K plan with employer match.
- Paid time off and flexible work schedule.
- Opportunity to work on a variety of projects in a dynamic, creative environment.
- Support for professional development and growth within the company.

Location: Conshohocken, PA Office and Yeadon, PA Office

Apply via email to hello@terrenlandscapes.com. Please include the following:

- Resume
- 2-3 References