

Nursery Administration Manager – Emirates British Nursery- The Villa Branch Jobs In Dubai[...]

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Description:

The role holder will be responsible for managing day to day administration functions of Emirates British Nursery to ensure that the functions are performing in an efficient manner and as per Emirates British Nursery and GMG policies and procedures.

Responsibilities:

Overseeing and improving the daily functions of the nursery.

Opening the nursery in the morning and closing at the end of the business day.

Hiring and training nursery staff.

Creating staff work rosters and delegating duties.

Ordering nursery stock including soil, stones, fertilizers, shrubs, plants, and trees.

Growing plants, trees, and shrubs to use as stock.

Requirements:

Bachelor's degree in agricultural studies, horticulture, or a similar field.

3+ Years' experience working as a nursery manager.

Excellent communication and managerial skills.

Professional and friendly demeanor.

Detailed knowledge of plant production, soil, fertilizers, and growing techniques.

Experience with hiring and training staff.

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