

Plant Sourcer and Office Administrator

Wholesale Plant Nursery – Central Coast NSW

Are you passionate about plants and confident working in a busy, detail focused environment? Our well established wholesale production nursery on the Central Coast supplies high quality plants to landscapers, developers and retail nurseries, and we are looking for a motivated **Plant Sourcer and Office Administrator** to join our team.

About the Role

This is a varied role combining plant procurement with day to day office administration. You will be responsible for sourcing quality stock, coordinating availability, and ensuring our customers receive accurate and timely information. You will also support our internal teams by maintaining records, processing orders and keeping office systems running efficiently.

Key Responsibilities

Plant Sourcing and Procurement

- Source quality stock from growers and suppliers across NSW and interstate
- Coordinate purchase orders and negotiate pricing
- Track stock availability, lead times and logistics
- Build and maintain strong supplier relationships
- Assist with plant selection to meet client briefs

Office Administration

- Process orders, invoices and purchase orders
- Provide customer service via phone and email
- Update availability lists and stock records
- Liaise with sales, production and dispatch teams
- General administrative support

About You

- Strong plant knowledge and experience in a nursery, landscaping or horticulture setting
- Excellent organisational and time management skills
- Confident communicator with a customer focused mindset
- Proficient in Microsoft Office (nursery software experience advantageous)
- Able to work accurately in a fast paced environment
- Positive, collaborative and committed to great service

What We Offer

- A full time Monday to Friday role
- Supportive team culture and a positive workplace
- Opportunities to grow your skills in procurement and industry operations
- A stable and thriving horticultural business

- Competitive salary based on experience

If you enjoy plant sourcing, building strong supplier relationships and supporting efficient office operations, we encourage you to apply.

How to Apply

Please send your resume and a short cover letter to info@palmdalenuresery.com.au.