

Blue Grass Ltd. is a proud, family-operated business and a long-standing leader in Calgary's horticulture and landscaping industry. As one of the largest suppliers of landscape materials in the region, we value hard work, commitment, and the sense of pride that comes from being part of a close-knit team.

Position Overview: The **Retail Operations Manager & Purchaser** is responsible for leading daily retail operations, managing purchasing activities, and ensuring the Garden Centre runs efficiently and profitably. This role requires strong organizational, leadership, and communication skills, along with a solid understanding of retail management and product procurement.

Key Responsibilities: Purchasing & Inventory Management

- Order and manage inventory for the Garden Centre on a weekly, monthly, and annual basis
- Plan and forecast seasonal product needs, attend supplier shows, and select product lines suitable for the market
- Negotiate and communicate with suppliers regarding orders, pricing, and delivery logistics (domestic and international)
- Coordinate with customs brokers for international shipments and ensure compliance with import permits and certifications
- Communicate to Garden Centre staff about incoming orders, that they're provided with the proper information and that they correctly receive the product
- Collaborate with the Inventory Administrator to ensure accurate pricing, product codes, and inventory control in the POS system
- Monitor product sell-through, adjust displays, and make pricing decisions to optimize sales and minimize stale stock
- Conduct and review sporadic and year-end inventory counts to maintain data accuracy
- Analyze sales and inventory reports on a weekly, monthly and yearly basis, to identify trends, manage stock movement, and guide purchasing decisions
- Work with department heads to establish pricing strategies and ensure marketing materials reflect updates accurately

Retail Operations Management:

- Oversee daily Garden Centre operations, including parking lot, pots area, statuary areas and rock area, ensuring a clean, organized, and safe environment for staff and customers
- Collaborate with managers to align staffing, sales goals, and promotions
- Develop and maintain a comprehensive sales and promotional calendar in collaboration with the marketing department
- Manage staffing levels and labour budgets to ensure optimal coverage and cost control on a seasonal and yearly basis
- Ensure accurate and timely signage for products, sales, and events
- Partner with the online sales team to align product offerings, pricing, and promotional strategies, ensuring events and product knowledge are shared with the appropriate staff.
- Reviewing company policies, procedures and POS operation annually.
- Oversee POS system, including product management, customer databases, inventory and financial reporting functions
- Approve bi-weekly payroll and assist the General Manager with annual employee performance reviews and bonuses
- Participate in weekly management and marketing meetings to coordinate strategy and execution
- Oversee and manage all website, sales and marketing expenditures, ensure event budgets are provided and followed
- Manage company financial and product donations for community events and partnerships

Qualifications

- Minimum **3 years of experience** as a product buyer, including **international purchasing**
- Minimum **5 years of retail operations management** experience overseeing 50+ employees
- **Horticultural or garden centre experience** preferred
- Post-secondary education in **horticulture, business, or a related field** is an asset
- Strong leadership, communication, and team management skills Proficient in POS systems, inventory management, and Microsoft Office Suite
- Excellent organizational and analytical abilities, with a focus on results and customer satisfaction
- **Salary:** \$80,000 per year (commensurate with experience)
- Comprehensive benefits package and employee discounts
- Stable, long-term career opportunity with a respected family business