



Stane Street, North Heath, Pulborough, RH20 1DJ
Company Number : 02516000 VAT Number: 461824152

Horticultural Stock Controller

Reports To: Head of Sales and Plant Buying

Works closely with: Head of Sales and Plant Buying. Nursery Manager & Managing Director

Location: Architectural Plants, Pulborough, West Sussex

Employment Type: Full-time, Permanent

Salary: £30,000-£35,000 p/a

About The Role

This role is responsible for managing our complete plant inventory and stock control systems across the nursery and online. You will maintain accurate records of our 40,000+ plants, including architectural specimens, topiary, exotic and tropical plants, rare varieties, and homegrown specialties. You will manage pricing strategies, coordinate plant paddles and labelling, and oversee stock management for both our nursery products and online shop items including pots and lifestyle products.

You will be the central link between our growing operation, sales teams, and online platforms, ensuring stock is accurately tracked, appropriately priced, and readily available. This role requires meticulous attention to detail, strong organisational skills, and the ability to work effectively with multiple teams across the business.

Key Responsibilities

Plant Inventory Management

- Maintain current and accurate plant inventory records
- Track plant movements from propagation through to sale
- Conduct regular stock checks
- Identify slow-moving or problem stock and present options for mitigating this



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Stock System Management

- Manage and maintain our current stock management system (Lightspeed)
- Generate stock reports and analysis as required
- Troubleshoot system issues and liaise with relevant parties
- Implement system improvements to enhance efficiency
- Support staff on stock system procedures

Pricing and Paddle Management

- Manage plant pricing in line with retail and trade
- Implement pricing changes and updates in the system
- Coordinate with Head of Sales and Plant Buying on pricing strategy
- Ensure pricing and product information on labels is accurate
- Maintain consistency between system pricing and physical labels

Online and Shop Product Stock

- Maintain inventory of non-plant products to include pots, lifestyle items, and sundries
- Update online shop product listings and availability
- Coordinate with suppliers on non-plant product ordering

Team Liaison and Communication

- Liaise with the Nursery Manager when required
- Work with the propagation and growing teams to understand where there is excess stock
- Coordinate with Head of Sales and Plant Buying on stock and pricing strategy
- Provide regular stock reports and forecasts to management
- Support the sales team with stock queries and availability information

Essential Requirements

- Meticulous attention to detail and accuracy
- Strong organisational and time management skills
- Experience with inventory management or stock control systems
- Proficiency with spreadsheets and databases
- Excellent communication and liaison skills
- Ability to manage multiple priorities and deadlines



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- Previous horticultural or nursery experience
- Problem-solving ability and logical thinking
- Accuracy with numerical data and pricing
- Ability to work independently and take ownership
- Strong IT skills and ability to learn new systems quickly

What Success Looks Like

- Stock reports provide clear, actionable information for management
- Teams have confidence in stock information and pricing
- Stock control supports profitability and operational efficiency

What We Offer

- Exposure to nursery operations, sales, and e-commerce
- Working with an award-winning specialist nursery
- Opportunity to improve systems and processes
- Competitive salary and a supportive team environment
- Discretionary annual bonus

If you're detail-orientated, organised, and passionate about ensuring our exceptional Architectural Plants collection is properly managed and priced, we'd love to hear from you.