



Plant Inventory and Sales Analyst One (1) Full Time Position Available Salary Range: 44,800-58,300

Grand River Employment and Training Inc. (GRETI) is seeking a dependable, hands-on and enthusiastic Plant Inventory and Sales Analyst, who is responsible for coordinating plant inventory, sales fulfillment, customer orders, and inventory control systems for Kayanase's nursery and plant production programs. The position serves as a primary point of contact for plant availability inquiries, plant sales, order coordination, and inventory tracking while supporting production planning and organizational decision making through inventory analysis and reporting.

The Plant Inventory and Sales Analyst shall possess the following skills: Dependability, problem solving, safety procedures, teamwork, and analysis. In addition to these skills, you must possess the following qualifications:

Qualifications:

-  Diploma in Inventory Control, Business, Horticulture or related discipline
-  One (1) to three (3) years of experience in horticulture/nursery production

If you have desire to be apart of the improving habitat conditions & overall health & wellbeing of mother earth, tell us who you are by submitting the following:

1. Cover letter stating how you meet the demands of this position
2. Up to Date Resume highlighting your qualifications, and
3. Three (3) work related references (letters not required)

Please submit a covering letter and resume that demonstrates how you meet the requirements, GRETI cannot make assumptions about your education and experience. We thank all those who apply.

GRETI offers a competitive wage, group benefits and pension for full time employees, three (3) weeks' vacation to start, along with other non-required benefits

Applications must be submitted to: Human Resources, P.O. Box 69, 16 Sunrise Court, Ohsweken, Ontario N0A 1M0

Applications may also be faxed and emailed to (Fax) (519) 445-4777 or kristen@gretisn.org until 4:00 PM on Friday September 4, 2026. Late applications will not be considered.

GRETI is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you are contacted by GRETI regarding a job opportunity, please advise if you have any



restrictions that need to be accommodated. All information received in relation to accommodation will be kept confidential. Based on the need to provide professional services, only those applicants meeting the minimum qualifications will be contacted for an interview.

Job Title:	Plant Inventory and Sales Analyst
Location:	Kayanase Greenhouse
Reports To:	Plant Production Team Lead

A) PURPOSE:

The Plant Inventory and Sales Analyst is responsible for coordinating plant inventory, sales fulfillment, customer orders, and inventory control systems for Kayanase's nursery and plant production programs. The position serves as the primary point of contact for plant availability inquiries, plant sales, order coordination, and inventory tracking while supporting production planning and organizational decision making through inventory analysis and reporting.

The Plant Inventory and Sales Analyst is responsible for assisting the department and organization in reaching their goals and objectives by continuously enhancing operations through more efficient and effective work processes while maintaining the level of professionalism expected by GRETI (as outlined in the Policies and Procedures Manuals) and upholding the ethics of the position.

B. CORE COMPETENCIES:

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|-----------------|---------------------|
| ✚ Dependability | ✚ Problem Solving |
| ✚ Teamwork | ✚ Safety Procedures |
| ✚ Analysis | |

C. QUALIFICATIONS:

The Plant Inventory and Sales Analyst shall possess a Diploma in Inventory Control, Business, Horticulture or related discipline with One (1) to three (3) years of experience in horticulture/nursery productions.

Knowledge

- ✚ Knowledge of native plants & experience growing a range of species
- ✚ Knowledge of plant taxonomy & plant identification skills
- ✚ Working knowledge of computers & Microsoft Office Suite software (Word, Excel, Outlook)
- ✚ First Aid, CPR & knowledge
- ✚ Knowledge of WHMIS



Skills

- ✚ Ability to carry & lift heavy loads up to 50lbs
- ✚ Good interpersonal & communication skills
- ✚ Good analytical & problem-solving skills
- ✚ Ability to work effectively with co-workers
- ✚ Ability to work independently with minimum supervision

FOR A COMPLETE COPY OF THE JOB DESCRIPTION, PLEASE CONTACT HUMAN RESOURCES at kristen@gretisn.org, please allow 24 hours for a return e-mail or call (519) 445-2222 ext. 3113.

We use artificial intelligence tools to support the screening, assessment, and selection of applicants in our GRETI hiring process. These tools assist our team and do not replace human decision-making.