



## About Botanicus, Inc.

Botanicus, Inc. is a diversified, eco-friendly interior landscaping company with over 39 years experience in the live plant care industry. We are a pioneer in growing, shipping, and acclimatization techniques. We provide a wide range of landscaping services from custom designing interior gardens to meeting all your holiday decorating needs throughout Western New York.

In 1971, Botanicus opened its doors as the Plant Parlour on Main Street in Buffalo. The first plants-only retail store in Western New York, we sold bonsai, grafted cactus, succulents and small plants. By 1974, the company boasted three retail stores, a glass greenhouse in Lockport, New York, and a 28 acre nursery in Bonita Springs, Florida. In the mid-1970's, Botanicus began offering commercial plant services to businesses in the Buffalo market, expanding into Rochester in the early 80's. By 1986, operations were consolidated in order to concentrate exclusively on business customers.

Several years ago, the company expanded its wholesale business, stocking a wide range of silk plants, palms, trees, flowers, and decorative containers. Our exclusive line of natural wood stem trees are custom built by talented designers in our WNY facility. You can count on us to create botanically correct silk plants for your home or office that are virtually indistinguishable from the real thing. Our products are perfect for those out of reach places, low-light areas and high traffic spots where plants do not thrive. We sell and ship artificial plants throughout the U.S. on our website, [www.CarefreeGreen.com](http://www.CarefreeGreen.com). At Carefreegreen.com, our stunning silk plants and trees come to you expertly arranged, looking great right out of the box and they will look great for year after worry free year.

Botanicus' extensive experience growing and installing plants, our cutting-edge horticultural techniques, and personalized service enable us to design exquisite interior landscapes. Seventeen highly trained technicians with combined experience of 160 years are always available to service over 500 clients in the Western New York area.

Our hiring goal is to match the applicant's skills and natural behavior to the job requirements. Our hiring process may include 3-4 interviews and a behavioral profile analysis to be sure that the job is the right one for the prospective employee.

Since we place more importance on natural behavior, we often hire people with minimal plant experience. Our extensive training program uses our in-house PlantMaster manual, resource guides, on-the-job and workshop training. Our senior technicians will go with you periodically to evaluate and enhance your knowledge level. Horticulture is an in-exact science, and we are all still learning!

Our wages are above the industry average, and we offer benefits, even for part-time positions.

We are always looking for good people to join the Botanicus team. If you know of anyone who might be interested in any of our career opportunities, please give them this information. Thank you for your interest.

Kathryn O'Donnell, Serial Entrepreneur

**523 Fillmore Avenue Tonawanda NY 14150 8 Buffalo 716.691.7200 Rochester 585.464.8333**

[CarefreeGreen.com](http://CarefreeGreen.com)

**Botanicus.com**  
Interior Landscaping

[prunethis.com](http://prunethis.com)

# Office Assistant

## **Job Duties**

Assist President and Office Manager in providing smooth and efficient office administrative duties for Botanicus, Carefree Green.com, and PruneThis.com. Help and coordinate marketing efforts of our company. Coordinate marketing efforts and follow up with direct mail, email, newsletters, social media and other methods. Track marketing and advertizing to determine effectiveness and results. Assist in scheduling and presenting Green Plants for Green Buildings.org “Authentically Green Interiors” CEU presentations to AIA, USGBC, ASID, and BOMI. Assist in lead generation with contact management software and other methods.

## **Requirements**

- Friendly and service oriented
- Excellent oral and written communication skills
- Professional appearance and demeanor
- Desire to learn
- Maturity in manner and work habits
- Excellent computer skills including Microsoft word, excel, powerpoint. Skills in digital photography, photoshop, publisher and web updating a plus
- Pleasant phone voice and manner
- Ability to plan, organize and follow through

## **Hours and compensation**

Benefits currently include sharing the cost of single health insurance, and group life and long-term disability insurance (if eligible), all based on average hours. Botanicus currently offers a 401K with some level of employer matching.



Send complete application to:  
523 Fillmore Avenue Tonawanda NY 14150  
Buffalo 716.691.7200 Rochester 585.464.8333

Date \_\_\_\_\_ How did you hear about us? \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

What position do you desire? \_\_\_\_\_

Applying for: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time (What is your ideal Schedule days/hours?) \_\_\_\_\_

Why do you think you would like this position? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What special skills or training do you have, which may qualify you for work with our company?

\_\_\_\_\_  
\_\_\_\_\_

What are the components of the ideal job for you? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How would you describe an ideal supervisor? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What goal would you like us to help you accomplish, if you came to work for us?

\_\_\_\_\_  
\_\_\_\_\_

If applying for a position which requires driving, have you been ticketed for a moving violation in the last 3 years? If yes, please explain. \_\_\_\_\_

What salary range do you desire? to start \_\_\_\_\_ after 1 year \_\_\_\_\_

*We are an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status (except where a bona fide occupational qualification applies).*

Botanicus will keep completed and returned applications active for 45 days. After this time, a new application must be submitted to be considered for future openings.

# Botanicus Application for Employment

## Employment (start with most recent)

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_  
 Location \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Job title \_\_\_\_\_ Starting wages \_\_\_\_\_ Final wages \_\_\_\_\_  
 Duties \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_  
 Location \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Job title \_\_\_\_\_ Starting wages \_\_\_\_\_ Final wages \_\_\_\_\_  
 Duties \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_  
 Location \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Job title \_\_\_\_\_ Starting wages \_\_\_\_\_ Final wages \_\_\_\_\_  
 Duties \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

<b>Education</b>	name & location	From	to	Curriculum/major	Graduation
High School	_____	xxxxxx	xxxxx	_____	xxxxxxxxxxx
College	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

## Professional References

Name	Phone	Company
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Personal References

Name	Address	Phone	Yrs known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Applicant's Statement:** I certify that statements made by me on this form are true and correct. I understand that if employed, any false statement on this application can be considered cause for dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signature \_\_\_\_\_ Date \_\_\_\_\_