**Retail Assistant Manager**

The Retail Assistant Manager will report to the Retail Manager.

The Retail Assistant Manager is responsible for assisting the Retail manager in overseeing retail sales transactions, product ordering/receiving/merchandising/care, and monitoring social media pages. Success as the Retail Assistant Manager would be a well merchandised nursery with rotating products and displays that promote sales, and successful fulfillment of retail customer orders.

Duties

* Assist with customer service, landscaping consults, and professional sales.
* Assist with ordering retail special order material, monitoring retail sales orders progress.
* Ensure all items are received as ordered, priced properly, and placed in correct locations.
* Assist with training and overseeing of temporary checkout/retail staff
* Merchandise focal areas with pottery, garden art, and plants.
* Oversee retail sales transaction accuracy, order items for retail special orders. Ensure that customers are communicated with clearly and orders are fulfilled as timely as possible to customer request.
* Provide advanced customer service, design consultations, and design custom planters as needed.
* Maintain quality of garden art and pottery by delegating cleaning/polishing tasks and proper placement in nursery.
* See that Greenhouse and focal areas are clean, organized, and merchandised.
* Promote sales via social media, sales, and specialty items.
* Oversee potting up of containers, hayracks, and other display and sale items.
* Innovate display, merchandising, and labeling ideas for nursery to ease customer flow and independence.

Qualifications

* Minimum 1-year plant nursery experience.
* Experience with accounting software, inventory tracking, and spreadsheets required.

Hours

Varies upon season. Full time Spring. Part time Summer through Fall. No work in winter.

Pay – $15-20/hour D.O.E

(Benefits, PTO, & 401K available after probationary period)

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