

Job Description

Full time Greenhouse Sales – Lead Worker Spring 2011

1. Set up and monitor process for Spring Hanging Baskets including contacting past customers, tagging baskets, taking deposits and finalizing the sales.
2. Assist in identifying hard lines, pots, statuary, garden art and planters for Greenhouse sales
3. Create dish gardens for sale in the flower shop
4. Create planters of annuals for customers as requested.
5. Responsible for Greenhouse sales displays.
6. Work with Greenhouse Manager to make sure we have sufficient product for seasonal planting here. (Like bulbs for bulb gardens, daffodils, paperwhites, etc)
7. Handle phone calls coming in to Greenhouse for the duration of summer season (Beginning March 15) and seasonally
8. Know what products and plants we carry and maintain a running list of items requested by customers.
9. Set up and coordinate workshops to foster community relationships
10. Supervise the work of any part time greenhouse sales employees
11. Coordinate with Store Manager on ordering pots and baskets for flowering plants
12. Order green and flowering plants for container garden and store under the supervision of the Store Manager
13. Close out the Greenhouse Sales cash registers daily

Qualifications

Must have good knowledge of plants.

Must have exceptional people skills.

Must be energetic ,organized and pay attention to detail.

Must be computer literate and able to learn the company's computer system quickly.

Should be able to answer most plant related questions, referring only the more complex to the Greenhouse Manager.

Resumes and Cover letters can be sent to Karen Smith - Owner at karensmithfloral@yahoo.com.

Deadline to apply is March 4