Position Description

Title: Administrative Operations Specialist

Reporting Relationships

Reports To: Owner/President of Nursery

Position Purpose

Oversees administrative functions of retail garden center. Responsibilities include sales, purchasing, inventory management, database management, product placement, and signage and labeling.

Essential Functions and Basic Duties

Sales
  • Greet customers in a professional and friendly manner
  • Provide plant information and assist customers with their plant selection
  • Resolve customer issues with products and service
  • Process customer transactions

Inventory Management
  • Utilize computerized inventory software to record, track, and maintain inventory data
  • Unload deliveries and place plants in appropriate areas
  • Count all store merchandise
  • Report and analyze any discrepancies

Purchasing
  • Evaluate trends in plant varieties
  • Assess what plant material and other garden related products should be purchased
  • Evaluate prior sales
  • Determine how much product should be purchased
  • Research availability from suppliers
Place orders
Coordinate delivery of plant material orders

Signage and Labeling
- Enter product information in POS and Access using plant information from the Dirr Manual and nursery catalogs and internet
- Create templates in NiceLabel for tags and signs
- Print tags using thermal printer or signs using the laser printer

Qualifications

Education/Certification: Associates Degree preferred

Desired Knowledge: Master Gardener and Certified Industry Professional (CGIP) preferred
Knowledge of Excel, Access, Quickbooks Point of Sale, NiceLabel Software, and Thermal Printers

Experience Desired: Previous work in a nursery or garden center

Skills/Abilities: Able to organize and coordinate projects.
Strong oral and written communication skills.
Able to work under pressure.
Able to be flexible.
Must be creative.

Requirements of this Position

- Must convey detailed or important instructions or ideas accurately, loudly or quickly.
- Must be able to receive ordinary instructions in a noisy and busy environment.
- Working outside in rain, mud, dust and hot and cold extremes.
- Physical work. Walking, lifting of plant material and bagged products (up to 40 lbs), assist in unloading plant material.
- Must dress and act in a professional manner at all times.
- Ability to work varied hours/days, including weekends, and holidays, as needed.
Mental Activities and Requirements of this Position

Reasoning Ability: Ability to apply logical or scientific thinking to a wide range of intellectual and practical problems.

Mathematics Ability: Ability to perform basic addition, subtraction, multiplication.

Language Ability: Ability to read trade publications and gardening books. Ability to professionally communicate before an audience. Ability to fill in sales forms neatly and accurately.

Job Details

Job Location: 496 East Avon, Rochester Hills, Oakland County

Starting Wage: Negotiable

Hours/Week: Hours and days of week may vary. Seasonal.

Licenses or Certificates: CGIP (Certified Green Industry Professional)

Years of Experience: One Year

Position Start Date: based on the weather, April 15

Benefits Include: None

Contact: Email resume to shadesofgreen@comcast.net

Intent and Function of Job Descriptions

Job descriptions assist organizations ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.