



We are seeking energetic, customer-focused and garden-minded individuals to embrace the vision of Madeline George Garden Design & Nursery in serving our customers and caring for our plants. See our website www.madelinegeorge.com for more information about our company and its mission!

Position: **Retail Nursery Assistant Manager – Close**

Position Type: Part-time 16 - 20 hours a week

Available shifts: Sun – Tues 1 pm to 5/6 pm

Wed – Sat 1 pm to 5/6 pm

Seasonal position March through Mid-November

Hourly Wage: Depending on experience and knowledge

Responsibilities:

- Performing administrative closing tasks including following up on all calls/emails, closing till, ensuring daily tasks completed
- Assisting customers with plant guidance and selection based on their specific needs, including asking appropriate questions and looking at customer pictures to make thoughtful recommendations
- Coaching customers on proper planting and plant care techniques
- Directing customers to appropriate garden tools, supplies, pesticides, etc. based on described needs or problems
- Processing transactions on the POS system, including holds, gift cards, customer orders, customer requests for consults, delivery and planting, etc.
- Assisting with merchandising and facilities maintenance
- Performing nursery related tasks such as watering, deadheading, pruning, fertilizing, etc.
- Unloading plants, hard goods and other materials from delivery trucks
- Pricing and stocking of plants, hard goods and other materials
- Developing a wonderful rapport and relationships with our customers
- Serving as a resource to our customers for gardening information
- Acquiring and sharing reliable knowledge about Treasure Valley gardening and landscaping with our customers

Qualifications:

- Solid, broad knowledge base about plants and gardening in the Treasure Valley
- Positive, can-do, creative, solution-oriented and initiative taking attitude and work ethic
- Attention to detail and comfortable with repetitive type work and following procedures
- 2-3 years of work in a retail nursery or similar retail environment
- Able to take direction, work independently and balance multi-tasking
- Team oriented, ability to work with others to achieve goals
- Ability to stand long periods of time
- Able to lift up to 25 pounds
- Able to easily bend, lift and squat regularly
- Able to work outside in all types of weather year round
- Strong computer skills, proficient with Microsoft office word, excel, outlook, and experience with POS system functions
- Willingness to learn and implement knowledge and skills in the nursery
- Educational background, training, and certifications as applicable

Submit resume together with letter of introduction via e-mail to Kecia Carlson at kcarlson@madelinegeorge.com