

Inspired

Elements for Life and Home

Part-time Floral Designer Job Description

In our customer-focused retail establishment, the part-time floral designer will handle day to day operations with a focus on time management and efficiency. Duties and abilities of this position may include, but are not limited to:

Sales and Customer Service

- Greet and determine the needs of every customer that walks through the door.
- Ability to interpret customer's vision and make a recommendation
- Receive orders over the phone & process timely
- Create various floral arrangements
- Understand our VIP program, mailing list and text club and offer to all customers.
- Make customers aware of current sales & events.
- Be a problem solver.
- Operating our Point-of-Sale (POS) system; managing financial transactions; balancing drawers.
- Understand our products to better assist our customers.
- Cross-sell products to increase sales.
- Understand the process when new merchandise comes into the store.
- Maintain a positive attitude.
- Possess the ability to multi-task.
- Give feedback to your manager or store owner regarding product inquiries, complaints, suggestions, etc.
- Funeral deliveries in town

Merchandising and Maintenance

- Keep the floor fully stocked. This means replacing from backstock in a timely manner. (this does include steps)
- Make sure displays are merchandised properly.
- Maintain a clean sales floor and orderly displays.
- Be comfortable lifting and at times, using a step ladder.
- Assist with display/window setup
- Move display fixtures
- Assist with decorating workshops

This position may be a combination of daytime and evening hours, along with some weekend hours. If interested in applying, please provide pictures or samples of your design work.