

JOB TITLE: Assistant Store Manager

JOB SUMMARY: Inspired by the concept of uniting house and garden, Bowood Farms is a unique garden store with an enticing selection of plants and garden gifts. We are seeking an enthusiastic and motivated person to join our team and assist us in providing excellent customer service in a relaxed environment. Come work for a family owned and operated business located in a one-of-a-kind space.

REPORTS TO: Owner and Store Manager

TIME REQUIREMENT: Full-time Sunday - Thursday

REQUIRED DUTIES AND RESPONSIBILITIES:

- Uphold a high standard of customer satisfaction by building strong sales and service relationships with customers and lead the sales team by modeling key sales and service behaviors.
- Ensure consistent execution of company policies and procedures.
- Perform daily opening and closing responsibilities.
- Assist in training, supervising and coaching staff.
- Ensure timely and accurate completion of daily and weekly task lists.
- Uphold store cleanliness standards and ensure that all merchandising and visual standards are executed.
- Learn and master Lightspeed, our POS system, and Shopify, our online store.
- Exhibit familiarity with current products and trends.
- Monitor inventory levels and communicate needs to buyers.
- Assist Store Manager and Buyer in store supply and product ordering.

QUALIFICATIONS & REQUIREMENTS: Experience in a supervisory or management role in a retail sales environment is strongly encouraged. Knowledge and familiarity with both indoor and outdoor plants is essential. Outstanding leadership, interpersonal, verbal and written communication skills are necessary; must be organized and able to multi-task. Proficiency in Microsoft Office, retail POS systems, and familiarity with various forms of social media recommended.

PHYSICAL REQUIREMENTS: Majority of work performed will take place on your feet and will include lifting and moving plants and merchandise.

OTHER: Competitive Pay, Paid Time-off (PTO), Holiday Pay, Employee Discount