



## JOB ADVERT

### General Manager

*Plantify is a Cape Town based Urban Plantery that helps city folks plantify their homes and offices with on-trend indoor plants and bespoke crafted planters. We're looking to hire a full time General Manager (GM) to be based at our flagship store in Gardens.*

*The successful candidate has an innate understanding for quality, service and what constitutes a great client experience. They don't need plant knowledge, this can be learnt. The GM is responsible for smooth operations within the context of a diverse, fun and focused Team.*

#### TASKS

- **Daily Team Coordination:** Supporting in store and dispatch team for smooth daily flow
- **In Store Sales:** Supporting clients to make the perfect plant / planter decisions in store
- **Client Support:** Telephonic, Email, Social quickly and helpfully
- **Stock Take:** Of all our gorgeous plants, planters and supplies
- **Administrative:** Ordering supplies, routine reporting
- **Online & Social Support:** Liaising with our Online & Content Colleagues
- **Space Oversight:** Access control, alarm, daily flow of things and people etc.

#### ESSENTIAL REQUIREMENTS

- **Work Experience:** Minimum 5-8 years, preferably in a service related industry, e.g. retail or hospitality.
- **Professional Work Ethos:** Dependable, on time, proactive; takes pride in consistent, high quality outputs. Can follow instructions through to high quality completion.
- **Great English Communication Skills:** Ability to communicate well in written and spoken English.
- **Computer Experience:** Ability to use a computer for essential functions: email, internet etc.
- **Driver License:** Standard Code B for light motor vehicles.
- **In Good Health:** Ability to help lift, move and pack heavy items such as bags of soil, pots and larger plants, if required.

## **PREFERED REQUIREMENTS** *(not essential! But may aid your application)*

- **Horticultural experience:** Studies, background or experience in horticulture / working with plants.
- **Service Industry experience:** Worked in hospitality or related industry where quality, experience and client service is to a very high standard.

## **DETAILS**

- **Duration:** Permanent, commences immediately or as soon as feasible
- **Remuneration:** Market related with attractive performance incentives
- **Location:** Gardens, Cape Town
- **Work Hours:** 45 hours per week, including weekends

## **APPLICATION GUIDELINES**

Please check in with yourself to see whether you have a resonance with this post. Don't "just" apply to see. Be in it. If you need any clarifications on the post, feel free to reach out via [hello@plantify.co.za](mailto:hello@plantify.co.za).

**Please send your current CV and Cover Letter** to [hello@plantify.co.za](mailto:hello@plantify.co.za). In your Cover Letter:

- Tell Us About Yourself, in your own way, and
- Let us know how your skills and experiences make you a good fit for the position.

**Applications close on 25 April 2021**, but please send your application well in advance if you intend on applying, as we'll commence interviews on a rolling basis. Kindly note that only successfully screened applicants will be contacted.

We encourage People of Colour and people identifying as LGBTQ+ to apply.