

JOB DESCRIPTION

DELIVERY DRIVER & FLORAL INSTALLATION

Compass Rose Floral LLC

An Adrienne & Co. LTD Company

The Delivery Driver & Floral Installation crew are highly reliable and responsible for transporting floral arrangements and rental decor in a safe, timely manner. The Delivery Driver will pick up, install and set up while adhering to time schedules and client requests using the company vehicles. They are an integral part of ensuring the last leg of our order fulfillment is done in an excellent manner according to our high standards. They must have an exceptional team attitude, an eye for design, attention to detail, client focused, and represent the company with poise, organization, and a servant attitude throughout the entire process.

Being on the Compass Rose Floral team means working with a supportive, collaborative, and cheerful group! Our delivery team typically works Thursday- Sunday but can work any day of the week delivering budget-friendly and eco-friendly faux florals for all types of events and occasions. Hours are often late at night and driving in the dark as well as mountain locations is required.

Our direction, plans, and every day work style are governed by our Daily Commitments listed below along with our Code of Conduct and Values listed in our Employment Handbook.

- Be of Service
- Create Value
- Build Trust
- Show Love
- Share Joy

We expect all members of our team to follow these commitments in everything they do. We are a very team focused company, placing a high value on our individual talents and creativity, while constantly learning from each other. Each member of our team is an integral part of our success as a company. As such, we expect high performance, ownership of projects, and a dedicated commitment from our team members to the company, our partners, and our clients. We work hard but we have a lot of fun doing it!

Once you join Compass Rose Floral, you will work closely with the entire team in an upbeat and service focused environment. The team will rely on and enjoy your friendly demeanor, attention to detail, proactive and initiative focused mindset, and willingness to jump in to support team members as needed.

RESPONSIBILITIES

- Arrive at the studio and pack your assigned order in to the company car
- Ensure all elements of the order are included and all items are present
- Arrive on-site and unload all items
- Set up all items according to the order with an attention to detail and design eye
- Ensuring the order is set up according to the client's specifications
- Client focused commitment to service
- Safe driving and comfortability driving various types of company vehicles
- Comfortable with driving long distances, multiple hours per day

- Comfortable driving through mountain roads
- Comfortable driving late at night and in the dark
- Comfortable finding new locations by listening to GPS
- Comfortable driving in various weather conditions
- Stay overnight as needed in company provided accommodations
- Comfortable working on ladders and carrying heavy items long distances or on difficult terrain
- Timeliness and commitment to being on-time
- Ability to work in a team environment and also on your own
- Ability to take initiative and see the big picture to ensure the overall success of the company
- Effectively manage your time and assignments
- Arrive on site on-time to events and ensure proper installation based on client's specifications and vision while following all venue and safety regulations
- Follow all company processes as outlined as a regular part of your role, knowing that they are in place to provide a successful environment for the entire team
- Clearly and proactively communicate with your team and leadership in a timely manner
- Keep an upbeat attitude and calm demeanor, always reassuring clients and making them feel excited and happy
- Follow all internal operating procedures in creating your designs and working with clients
- Attend various exhibitions to attract customers and participate in marketing efforts as needed
- Occasional use of your personal vehicle, with mileage paid
- Other duties as assigned- we are a small team so everyone is expected to pitch in to help as needed

EXPECTATIONS

- 1+ year in a customer service focused role in any capacity is required
- 1+ year in a delivery or driving role preferred
- 1+ year in the event industry preferred
- Clean driving record is required
- Strong-decision making skills
- Ascend and descend ladders, scaffolding, stairs, etc. for floral installations as needed
- An upbeat and positive, can-do attitude that inspires other team members
- Manage time and project demands successfully
- Strong customer focus with an emphasis on service
- Be able to lift and carry objects up to 40 lbs frequently
- Be able to provide your own reliable access to transportation

COMPENSATION

Year-round part-time, with a much higher volume during our busy season Easter-Thanksgiving
\$20 per hour

To apply, please submit your materials via the link below. We will not be responding to applications submitted by any other avenue including email.

<https://forms.gle/2W8xRtNaVrxBrDC49>