

## **JOB DESCRIPTION**

# **FLORAL ASSISTANT**

### **Compass Rose Floral LLC**

An Adrienne & Co. LTD Company

The Floral Assistant is responsible for supporting and assisting the floral design team in a variety of projects and tasks. They are an integral part of ensuring our client orders are properly prepped, small items are ready to go out the door, and our design space is kept in order. They must have an exceptional team attitude, attention to detail, willingness to learn new things, 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 team works Tuesday through Saturday designing budget-friendly and eco-friendly faux florals for all types of events and occasions.

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 design team and group of Senior Floral Designers and seasonal Floral Designers 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**

- Full order recipes and supplies from the warehouse prior to designs being started
- Prep vases and other supplies or rental designs for designers
- Add stems to flower heads for all stems on recipes
- Assist with breakdown of returned orders
- Complete and prepare order items such as table numbers, garlands, and other small items
- Own your assignments for full completion in the time allotted and upholding our design standards
- 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
- Utilize your design eye and expertise to make necessary adjustments
- Track and manage all design tools and supplies and notify the manager of reorder needs
- Effectively manage your time and assignments
- Stay up to date on emerging styles and trends in floral design and share ideas with management and team
- Occasional delivery and installation of orders on-site as needed
- 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
- Willingness to pitch in to assist the team and company as needed
- Do your part in ensuring that the design studio is clean and well-organized
- Follow all internal operating procedures in creating your designs
- 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
- Experience working in a team environment is required
- An upbeat and positive, can-do attitude that inspires other team members
- Manage time and project demands successfully
- Artistic and creative design eye
- Strong customer focus with an emphasis on service
- Be able to stand for long periods of time, typically a full work day
- Be able to lift and carry objects up to 40 lbs frequently
- Be able to provide your own reliable access to transportation

## **COMPENSATION**

Part-time Seasonal from Easter-Thanksgiving

24 hours per week

Additional hours may be available during the busy season and in the off-season

\$20 per hour

Worksite: Compass Rose Floral Studio in Louisville, Colorado

**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>