

# **JOB DESCRIPTION**

## **SENIOR FLORAL DESIGNER**

### **Compass Rose Floral LLC**

An Adrienne & Co. LTD Company

The Senior Floral Designer is responsible for properly preparing and executing floral designs and conducting design meetings with our wonderful clients. They take ownership of the client's vision, project, and design execution from consultation to installation! They must provide exceptional customer service, attention to detail, and excellent design style, 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.

Once you join Compass Rose Floral, you will work closely with the design team and group of seasonal Floral Designers and Floral Assistants in an upbeat and inclusive environment. You can expect support from the team year-round and additional support from your seasonal team during our busy season- Easter through Thanksgiving. Clients will rely on and enjoy your friendly demeanor and expertise while advising them on suitable floral arrangement selections for all occasions. To be successful as a Senior Floral Designer, you should keep up to date on emerging styles and trends in floral design, have experience working with clients in a customer facing role, and the ability to own a project through completion for complete client satisfaction

### **RESPONSIBILITIES**

- Conduct both in person and virtual design meetings with clients, listen to their ideas and advise them on suitable floral arrangements for their vision and their venue location
- Properly prepare for design meetings based on the client's order and style wishes
- Update systems, documents, and notes after design meetings with extremely detailed notes
- Foresee any potential issues or things to overcome to complete a client's vision and proactively work with management to solve those issues
- Create order recipes based on the design meeting final order within a timely manner
- Design orders based on the client's meeting, your creative expertise, and available inventory
- Work with management on project scheduling and design assignments for the team
- Delegate design projects and monitor progress to ensure on time completion and quality is upheld
- Effectively manage a team of Floral Designers and Floral Assistants by providing ongoing constructive criticism, training, clear direction, and encouragement
- Stay up to date on emerging styles and trends in floral design and share ideas with management and team
- 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

- Arrive on site 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
- Respond to emails, phone calls, and text messages within 48 business hours in a professional manner with complete sentences and proper grammar/spelling
- Keep an upbeat attitude and calm demeanor, always reassuring clients and making them feel excited and happy
- Do your part in ensuring that the design studio is clean and well-organized
- 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
- Other duties as assigned- we are a small team so everyone is expected to pitch in to help as needed

## **EXPECTATIONS**

- 1+ year in the floral design industry in any capacity is required
- 1+ year managing other team members under you is required
- 2+ years in customer service is required
- An upbeat and positive, can-do attitude that inspires other team members
- Successfully produce designs from conception to completion while following internal operating procedures
- Due to the seasonality and nature of our business all team members are expected to work more than forty hours per week as necessary during our busiest months
- Manage time and project demands successfully
- Excellent organizational skills
- Effective written and verbal communication skills
- Artistic and creative design eye
- Strong customer focus with an emphasis on service
- Arrive at meetings and scheduled appointments fully prepared and 15 minutes early
- 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 full-time salary of \$50,000

**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>