

ABIDE A WHILE

GARDEN BOUTIQUE



Position: Full-Time Assistant Department Manager

Salary: Commensurate with experience and knowledge

Benefits: Paid Vacation, Holidays, Sick Time, 401K, generous employee discount, yearly bonus potential

Reports To: Annual Department Manager

Job Overview

The Assistant Department Manager will join our locally owned business and be part of the management team which is committed to the culture, success, and growth of the business.

The Assistant Department Manager oversees the day to day department operations, which includes supervising the receiving operations, training and motivating the team, and helping our customer be successful with their container gardens and landscape projects.

This position provides leadership to engage staff to perform their duties properly and provide customers with an excellent shopping experience. Success is gauged by happy, repeat customers, exceeding monthly sales goals, minimizing losses, and fostering a cooperative, respectful work environment.

Responsibilities and Duties

- Assist the Department Manager with the day to day operations of the department, specifically, the overall presentation, merchandising, shop-ability, safety, and customer shopping experience.
- Assist Dept Manager with the creation of monthly budgets, monthly sales goals, and pricing strategies to drive sales, achieve sales goals, and maintain a consistent standard of exceptional customer service.

- Oversee the receiving of weekly vendor deliveries. Direct and supervise staff on the proper methods of unloading trays of plants onto racks, staging them for movement to the retail greenhouse, price according to weekly Purchase Orders, and place product on the sales floor.
- Monitor the health of plants while supervising their watering and fertilization. Ensure product quality by utilizing (IPM) Integrated Pest Management practices.
- Assist our customers with their purchases as needed in the department.
- Provide insight and potential improvements to operations, team spirit, and overall customer shopping experience.
- Create and maintain department plant specific signage
- Resolve conflicts or complaints from customers or employees
- Ensure department staff members understand and follow company policies and procedures.

Qualifications & Skills

- High School Diploma or equivalent education and experience
- Extensive knowledge of gardening in the Charleston area, specifically annuals, perennials, and tropical plants. You have a good 5 years of sales/management experience working in the gardening/retail industries.
- Strong understanding of business management, financial, and leadership principles
- Excellent communication, interpersonal, leadership, coaching, and conflict resolution skills
- Proven track record of increased responsibilities
- Confidence working under pressure
- Excellent verbal and written communication skills
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, Publisher)
- Commitment to providing exceptional service to customers and support to staff members.
- Ability to work outside doing physical work in all types of weather.
- Available to work Saturdays. For a work/life balance, we are closed on Sunday.

ABOUT ABIDE A WHILE GARDEN BOUTIQUE

We are a locally owned business in the heart of Mount Pleasant with a proven track record of 60+ years of increased growth, visibility, and opportunity. Our company's culture is rooted in trust, integrity and professionalism and we make it a point to use good judgment, fairness, and common sense to meet our daily challenges. You'll find our teams consists of talented, dedicated people who share our enthusiasm and sense of pride.

APPLICATION INSTRUCTIONS

All applicants are asked to complete a company application and submit it to Abide A While Garden Boutique / 1460 Highway 17 North / Mount Pleasant, SC 29464. Upon review of application, eligible applicants will be contacted to schedule an interview. You may: (1) download company application from our website, <http://abideawhile.com>, or (2) pick up one at our location during business hours. EOE/DFWP/Background checks are required.