

Job Descriptions: Nursery Coordinator/Sales

Marin Ace, San Rafael

LAST UPDATED JULY 8, 2014

POSITION SUMMARY

We are seeking a friendly, courteous sales team member to assist the Nursery Manager with the garden center and nursery section at Marin Ace, and perform other general sales responsibilities for the store, including providing outstanding customer service, generating sales, merchandising and stocking products, and supporting the store management team. You should be a service-orientated individual seeking challenges and opportunities who thrives in a local business.

Nursery/landscape/plant knowledge and retail experience is preferred, although a passion for people and a positive, cheerful attitude is the key to being hired. You will be required to work at least one weekend day, and must be able to speak and write English proficiently.

MAJOR RESPONSIBILITIES

- Help maintain a well-stocked garden center, focusing on plants ideally suited to this area.
- Ensure that the garden area is well-signed and easy to shop.
- Ensure each customer receives outstanding service by mystery shop standards
- Maintain awareness of all promotions and advertisements.
- Execute the daily operational, day-to-day goals and priorities assigned by store management
- Uphold merchandising and store cleanliness standards
- Assist in the training and development of peers
- Actively participate in daily huddle meetings
- Participate in the processing of new shipments and help the team to keep the receiving and back stock area clean and organized
- Responsive of safety issues
- Conscious of shoplifting activity
- Aid customers in locating merchandising in store, on acehardware.com, as well as, processing special orders
- Solicit customers to open an Ace Rewards card
- Answer customers' questions and provide information on procedures and policies

QUALIFICATIONS

- The ideal candidate will have retail sales experience and a good knowledge of plants and nursery department products, including landscaping, irrigation, pest and weed control, and other garden department related knowledge.
- Must be able to work and willingness to work flexible hours including one or both weekend days and holidays to meet the needs of the business.
- Have knowledge of basic hardware related products along with a willingness to learn.
- Excellent customer service skills
- Excellent verbal and written communication skills with the ability to communicate clearly and effectively in all situations
- Be a fast learner, cheerful, with a positive attitude
- Previous experience in a retail environment
- Knowledge of retail computer systems, a plus.
- A commitment to service excellence and customer satisfaction
- A strong team player yet still able to work independently with minimal supervision
- Excellent communication skills, exceptional organizational ability, high attention to detail, and ability to multi-task

PHYSICAL REQUIREMENTS

- Must be able to lift heavy objects (50 pounds or more) from time to time as required.
- Ability to stand for an extended period of time
- Move and handle boxes of merchandise and fixtures throughout the store, which entails lifting and perform all functions as set forth.

Salary and Benefits

Salary based on experience. Great benefits including health & dental insurance, vacation and sick pay, 401k, and employee discount for those with qualifying hours.

TO APPLY:

For your application to be considered, please do not send with resume attachment. Cut and paste resume in replying email, and please include the answers to all three of these following questions:

- 1) Why do you want to work in our store?
- 2) What kind of job are you looking for?
- 3) Please explain why you think you are qualified for this position

Send your email with resume and answers to alberto@marinace.com *subject:* Nursery/Sales Application or bring to the store.

Marin Ace, 180 Merrydale Road, San Rafael, CA 94903
www.MarinAce.com – applications to alberto@marinace.com
Store Hours: Mon-Fri 7am-7pm, Sat-Sun 8am-6pm

Job responsibilities may change based on the needs of the business.