



JOB DESCRIPTION

Job Title: Wholesale Nursery Assistant

Location: West Parley

Full / part time: Full Time / Part Time

Reporting to: Managing Director / Nursery Manager

Job Purpose:

To serve customers keep the cash and carry tidy

Principal Duties and Responsibilities:

- ☒ Merchandising stock to ensure maximum stock visibility to customers
- ☒ To Ensure that all instructions by the Cash and Carry Manager are carried out promptly
- ☒ To Ensure that all customers are treated in a courteous and efficient manner
- ☒ Ensuring all stock in maintained to the highest level
- ☒ Take enquires by phone
- ☒ Working effectively in the team to ensure delivery of excellent client service

Key Tasks:

- ☒ Maintain Cash and Carry; watering, weeding, pruning feeding and tidying
- ☒ Provide advice for walk in trade where necessary to maximise sales
- ☒ Taking Payment and produce invoices/receipts for customers
- ☒ Stocking, replenishing and cleaning sales areas
- ☒ Assisting in maintaining watering regimes
- ☒ Collate deliveries
- ☒ Print and label newly purchased stock
- ☒ Carry out periodic stock checks
- ☒ Potting on Individual shrubs
- ☒ Taking and making phone calls with clients
- ☒ Any other ad hoc duties

Essential:

- ☒ Excellent communication skills
- ☒ Passionate about providing excellent client service
- ☒ Team orientated

Limits of Authority:

- ☒ May not commit capital expenditure
- ☒ May not vary rates of pay of employees
- ☒ May not hire or fire employees.

Measures of Performance:

- ☒ Customer Complaints
- ☒ Carrying out objectives as set my manager

This job description is a guide to the minimum requirements of the job. It is not intended to restrict activities which will contribute to the growth and profitability of the Company. If a need for action or an opportunity is identified, this must be brought to the attention of the Directors.