

## Job details

### Floral Shop Assistant

**Salary**

\$15 an hour

**Job Type**

Part-time, Wednesday-Sunday, Weekend availability required.

### Qualifications

- Work authorization (Required)
- Retail sales: 1 year (Preferred)
- Merchandising: 1 year (Preferred)
- Customer service: 1 year (Preferred)

### Full Job Description

**Petalage, is a full-service floral design business based out of Portland, ME.** We specialize in daily florals & artisanal gifts, weddings, special events, and workshops.

We are opening a new location in South Portland Fall 2022 and are seeking to grow our team. Our business embodies a down-to-earth, artistic, high level customer service oriented approach to providing a modern take on florals & gifts to our greater Portland community.

The Floral Shop Assistant will be a front facing retail position at our new shop location in SoPo, Knightville area. The ideal candidate will have excellent customer service, administrative, & hands-on learning skills. Ideally with an eye for design or a want to submerge themselves in a creative, small biz, atmosphere. We are seeking someone who understands the significance of work ethic, timeliness, willingness to jump in with a range of tasks, and shows initiative within the company.

*\*If you have hands-on floral design experience please provide that information upon application. To be discussed further.*

The Floral Shop Assistant will be responsible for the following on a **part-time** basis:

**Customer Service/Retail Support:**

- Customer Service, may need to handle difficult situations.
- Taking orders over the phone
- Processing flowers, requires lifting large boxes and handling cutting shears

- Inventory management
- Creating dried inventory for e.g. wreaths, dried sticks, smudge sticks
- Tidying shop – Sweeping, taking out trash, cardboard, Garbage to Garden
- Rotating inventory, visual merchandising
- Cleaning buckets, requires lifting heavy buckets with water
- Deliveries, own a vehicle with valid license and feels comfortable making deliveries all year round
- Keeping Square up to date with new inventory

**Administration/Marketing:**

- Confirming website is always up to date with quantities, photos, and products in cross reference to product coming into the retail shop
- Taking product photos when new product arrives
- Uploading product photos to SquareSpace with appropriate descriptions
- Creating reels, insta stories, photos to share on Petalage insta account during shifts
- Data management/Client Correspondence, etc

**Design (tbd based on experience):**

- Creating wildflower wraps
- Training to create centerpieces

**SOFTWARE SKILLS REQUIRED:** Square, SquareSpace, Instagram, Canva (ideal), Later (ideal), & LightRoom (ideal).

**Shop Hours (tbd):** Wednesday - Friday: 10am-5pm, Saturday & Sunday: 10am-3pm

*We look forward to finding the right fit to grow the Petalage team!*

Job Type: Part-time

Pay: \$15.00 per hour

Schedule:

- 4 hour shift
- 8 hour shift

Supplemental pay types:

- Tips

Ability to commute/relocate:

- South Portland, ME 04106: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Retail sales: 1 year (Preferred)
- Merchandising: 1 year (Preferred)
- Customer service: 1 year (Preferred)

Work Location: One location