

Milwaukie Floral and Garden Floral Designer/Sales Associate

Job Description

We are looking for a creative, fun, energetic person to join our team! Job includes someone who is knowledgeable and efficient in creating beautiful long lasting arrangements. Can easily multi-task, has clear communication skills, detail-oriented and is passionate about the field! Responsibilities entail making floral arrangements, flower processing, customer service, handling multiple tasks and working well in a timely manner, as well as keeping a clean well organized work space. If you feel you might be a strong candidate for this position, let us know! We prefer someone with floral experience but willing to train the right person!

Florist Duties and Responsibilities

- Selecting and arranging flowers and decorative items to create standard and customized floral arrangements while also consulting with clients to determine their preferences and specifications when designing customized floral arrangements
- Following a recipe and recreating a floral arrangement to replicate based on a design on our website/design book.
- Understanding and following stem price calculations while designing a floral arrangement.
- Keeping the cooler and wrap rack stocked with arrangements for easy walk-in transactions.
- Working quickly and efficiently within a timely matter as you service customers and timed orders.
- Assist with packaging and delivery of arrangements given time restrictions, delivery service options, and safe driving practices.
- Maintaining an accurate record of floral arrangement orders, special requests, and delivery information
- Assist in Garden shop sales of live plant material in a retail nursery setting.
- Assist in general merchandise sales of consignor goods and services.

Requirements

- High school diploma or equivalent
- Valid Driver's License and clean driving record
- Proven floral design experience or ability to learn design techniques quickly and effectively
- Use of adding machine
- Sound knowledge of different flower types, arrangement styles, and flower conditioning
- Familiarity with point of sale systems in order to handle credit and cash transactions
- Ability to stand, walk, and complete general tasks during an entire work day while on your feet (8 hours)
- Ability to lift up to 40lbs
- Availability to work occasional events onsite and off during weekends and evenings (first Fridays, Saturday markets, extended summer hours, weddings)

- Availability to work extended hours during select holidays (Valentine's Day, Mother's Day, Prom weekends)
- Strong multi tasker
- Excellent organizational skills
- Effective communication skills
- Exceptional customer service skills
- Quick learner
- Artistic and creative
- Detail-oriented

How To Apply

1. Let us know you are interested by filling out our quick online pre-application.
 - <https://www.milwaukiefloral.com/jointheteam>
2. Prepare and submit a resume via email: e.invoice@milwaukiefloral.com
 - Email Subject: **RESUME SUBMISSION - Last Name, First Name**
 - Resume should include but not be limited to:
 - i. Education Background
 - ii. Work History
 - iii. Skills
 - iv. Languages
 - v. Accomplishments
 - vi. References
 - vii. Design portfolio/sample photos
 - Attach samples of prior floral design work that highlights your style if you have prior experience.

*Applicants will only be contacted once the online pre-application has been submitted and a resume has been emailed. Correspondence will only come from e.invoice@milwaukiefloral.com. Phone calls received regarding employment and status of applications will be referred back to email correspondence only. Contact through social media (Facebook and Instagram direct messages) and our regular contact submission on milwaukiefloral.com regarding employment status will not be answered.

Evaluation/Training Period

When you first start work, this is a time to explore whether or not the work is right for you. We start our hiring process with a (4) session evaluation period, depending on prior experience. These training/evaluation sessions are scheduled weekly, typically for one month. Each session covers a different aspect of potential job tasks. At this point you will be considered a contracted employee and paid minimum wage. We will be checking in with you regularly to see how the work is going and address any concerns. At the end of your training we hold an evaluation meeting to talk about your experience and address any additional concerns. This meeting goes both ways, we may have issues to discuss as well.

Milwaukie Floral and Garden is a tight-knit team and working together in a cohesive manner is extremely important. If, at any time, you feel you must terminate your position, we ask that you give two weeks notice.