

Retail Sales/Office Position with Tanby Garden Centre

Tanby Garden Centre is looking for an enthusiastic, self-motivated person to take on this varied role which requires a broad range of skills and abilities. The successful applicant to join the garden centre crew will need to be a quick learner, efficient, flexible and friendly; excellent customer service and attention to detail will be priorities.

The position:-

- Front desk point of sale operation
- Customer service – this is broad, from serving customers at the front desk to looking after their garden needs, assisting them with purchases, and dealing with any enquiries or issues they may have, answering the phone and responding to emails.
- High level computer skills for regular Microsoft software, Tower Systems (training provided) and Xero (training also provided as necessary).
- Understanding of basic bookkeeping and administration principles with requirement for invoice/bill entry and label printing/pricing.
- Cleaning and presentation of the garden centre.
- Stock maintenance – ordering, unpacking, labelling, display etc.
- Social media marketing on behalf of TGC.
- Plant watering and possible occasional nursery work. (Knowledge of plant care is not essential for this position, however, the successful applicant is more likely to have a love of plants and gardening in order to have an appreciation of the business).
- Working as part of a team in which everyone is a contributor and required to think for themselves and for the business, to be able to work independently but motivated for the good of the whole.
- Coffee Hub barista (training can be provided)
- Good level of fitness essential as the role requires the ability to lift and carry stock as required.
- Trustworthy and reliable.

Casual position, approx.3 days a week with a requirement for some weekend work. Please address your availability.

Applications should be by hard copy hand delivered to Tanby Garden Centre during our opening hours (8.30 to 2.00pm). Please include a C.V., with references if you have them. We also require a covering letter telling us a bit about yourself and how you meet our requirements. The letter must include an email address and phone number so that we can respond to you. Please note emailed applications will not be considered. All applications are in confidence.

Applications close Monday 21st September 2020.

