

## **Lead Floral Designer**

**Pay:** Depending on experience

### **Job Description:**

We are a thriving, high-volume, full-service floral and garden center currently seeking a full-time employee to join our team as a lead floral designer.

This hire will be responsible for managing and organizing our floral department.

Our team handles everything from weekly/corporate accounts, retail/gifts, events/weddings, funerals/sympathy, holiday work, and landscape/plant installs.

The ideal candidate is well-spoken, organized, and courteous with natural team leadership skills. All applicants should be self-starters with an ability to effectively manage their time as well as distribute tasks to other designers and employees. Please be able to work speedily and precisely while prioritizing and handling multiple tasks at a time.

### **Duties and Responsibilities:**

- Design our weekly corporate arrangements according to their specific requirements and dividing/assigning the workload among other designers
- Ability to order flowers and other product/supplies on a weekly basis to use in floral arrangements
- Ability to lead a team of floral designers during peak seasons
- Clearly understand and construct arrangements according to customers' requests
- Manage floral subscriptions
- Assist in housekeeping and organizing of the coolers/flower inventory

### **Job Knowledge and Expectations:**

- Minimum of 5 years professional floral design experience
- Minimum of 2 years management experience required
- Strong communication skills including writing, proofreading, and speaking
- Strong versatile design eye with the ability to switch styles as needed
- Proficient in clean, modern floral design a must
- Use POS and computer systems correctly and efficiently
- Proficient in Microsoft Office (Excel, Word, Outlook, Etc.)
- Organized and detail oriented
- Must be available weekdays, some holidays, and weekends
- Ability to occasionally lift up to 50lbs
- Must have a driver's license. To be able to drive a delivery van
- Able to work at least 30-40 hours per week including early mornings and some evenings

*Please make sure to include a cover letter as well as your full resume. We also require all applicants to send a portfolio or examples of your work.*