

Assistant Department Leader

Are you a budding leader with a passion for plants, people, and problem-solving? Do you have what it takes to help create the ultimate garden lifestyle shopping experience? If you're ready to grow into a confident, solutions-focused leader, we'd love to meet you!

As one of our Assistant Department Leader, you'll work hand-in-hand with the Manger, ownership, and vendors to master the art of managing sales, revenue, and seasonal business needs. You'll also play a key role in mentoring our amazing team, inspiring creativity, and fostering a vibrant, can-do atmosphere!

What You'll Bring

Experience:

- 5+ years of retail experience (garden center experience? (Even better!))
- Proven knowledge of retail operations, from seasonal purchasing to customer delight.
- Experience leading, mentoring, and / or training employees preferred.

Skills & Traits:

- Organized, detail-oriented, and solution-focused.
- Strong communicator with top-notch interpersonal and customer service skills.
- A team player who's ready to lead, mentor, and inspire.
- Creative and energetic, paired with a strong work ethic.
- Excellent decision-making ability and problems solving skills.
- Willingness to learn and promote professional development in oneself and others
- Willingness to learn to forecast and determine product needs with the appropriate department and budget.
- Ability to effectively cross merchandise a variety of products and services.
- Ability to establish priorities and help manage competing deadlines
- Strong computer skills including the use of Microsoft Office and Google products.
- First Aid Training (preferred).

Physical Requirements:

- Ability to stand, walk, kneel, and lift up to 50 lbs. for extended periods.
- Comfortable working on a variety of surfaces and in seasonal environments.

What You'll Do

Leadership & Team Building

- Motivate, mentor, and assist in training team members to deliver exceptional customer experiences under the guidance of managers and ownership.
- Foster a positive, energetic atmosphere where everyone thrives.
- Assist with staff training and encourage excellent customer service standards within a team setting

Retail Operations:

- Help with seasonal product ordering, merchandising, and cross-merchandising.
- Assist in managing department performance, budgets, and day-to-day operations.

- Keep up with trends, techniques, and product knowledge to stay ahead of the game, while liaising with other departments (such as Marketing) when necessary.

Organization & Maintenance:

- Oversee floor setups, seasonal displays, and product arrangements to maximize sales.
- Ensure the department looks its best with a clean, polished presentation.
- Assist with the organization of vendor deliveries.

Customer Interaction:

- Tackle challenges with a smile, resolving customer concerns with grace and professionalism.
- Manage warranty issues and complaints to a positive outcome.
- Ensure that you and your team are interacting appropriately with customers in order to drive sales and share knowledge
- Any other tasks required for safe and effective operations

Safety:

- Adhere to and enforce safety policy as per the employee handbook and Occupational Health and Safety Act
- Work with Deluxe Landscape Supply & Garden Centre to attain necessary certifications for performance of tasks
- Take every reasonable precaution to ensure the safety of the staff and the public

Why Join Us?

- A chance to combine your love for retail and gardening in a dynamic, seasonal environment.
- Opportunities to learn, grow, and advance your leadership skills.
- Competitive compensation. Benefits package is available.
- Be part of a supportive, passionate team that loves what they do!

Job Types: Full-time, Seasonal

Contract length: 9 months

Pay: \$21.00-\$25.00 per hour

Expected hours: 30 – 44 per week

Benefits:

- Company events
- On-site parking
- Store discount

Schedule:

- Monday to Friday
- Weekends as needed

Ability to commute/relocate:

- Sechelt, BC: reliably commute or plan to relocate before starting work (required)

Application question(s):

- What is your availability during the week (Monday to Friday)?
- What is your availability on the weekends (Saturday/Sunday)?

Experience:

- Microsoft Office: 2 years (required)
- Retail management: 3 years (required)
- Garden Centre: 3 years (preferred)

Work Location: In person