

Halla Nursery, Inc.
10000 Great Plains Blvd Chanhassen, MN
952-445-6555

Position: Garden Center Manager

Updated: January 3, 2012

Reports To: General Manager

POSITION OBJECTIVES AND PURPOSE

The Garden Center Manager is fully responsible for obtaining profitable results through managing all phases of the Garden Center operations, including management of personnel, operational functions and ensuring customer satisfaction.

ESSENTIAL FUNCTIONS

Plant and Garden Center Materials:

- Purchasing all materials and plants for the garden center and landscape department, negotiating with suppliers and growers as appropriate
- Managing and controlling the inventory of trees, shrubs, evergreens, mulches, rock products and all garden center items
- Entering and updating bar codes, sale prices and dates, purchase orders, shipments received and other information into the computer on a daily basis
- Managing the propagation, planting and maintenance of all plant material for the garden center and landscape departments
- Ensuring that plants are appropriately tended, including providing irrigation

Personnel:

- Preparing and placing help-wanted ads, interviewing and hiring garden center and customer service personnel, and training new employees
- Supervising and scheduling garden center personnel
- Overseeing the preparation, counting and balancing of cash registers every morning and evening
- All retail sales, greet customers with a smile and assist them as necessary
- Inspection of garden center at least once a day, for weeds, insects, diseases

Follow Halla business management practices regarding disciplinary actions, dismissals,

Sales and Service:

- Providing assistance to customers as necessary to maximize sales
- Ensuring all garden center personnel provide high-quality customer service
- Completing necessary on-site inspections in a timely manner; handling and resolving garden-center-related customer complaints
- Working in conjunction with the Halla President to plan advertising, special events and promotions

General

- Proper completion and entering of all retail sales, including deliveries, plantings and pick-ups
- Assisting with the general administration and site security
- Overseeing site health and adherence to safety
- Ensuring high-quality customer service is provided by all garden center and customer service personnel

The preceding statements are intended to describe the general nature and level of work being performed by people in this job classification. This list is not to be construed as an exhaustive list of all job duties performed.

QUALIFICATIONS

- Garden center management experience is imperative
- In-depth knowledge of trees, shrubs and evergreens
- Ability to manage employees
- Organized
- Strong customer-service skills
- Ability to make sound decisions, solve problems

Reply preferred via email office@hallanursery.com

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