

Job Title: Assistant Retail Manager – Hinsdale Nurseries

Location: 7200 South Madison Street, Willowbrook, IL

Position Type: Full-Time

About Us:

We are a thriving nursery dedicated to providing a wide selection of high-quality plants to both retail and wholesale customers. We pride ourselves on our exceptional customer service, vast plant knowledge, and commitment to growing a community of plant lovers. We have been in business for 175 years and continue to expand. We're looking for a passionate, motivated Assistant Retail Manager to join our team.

Position Overview:

As the Assistant Retail Manager, you will play a key role in the day-to-day operations of our nursery, assisting the Retail Manager in overseeing both the retail aspects of the business. You will be responsible for ensuring seamless customer experience, managing inventory efficiently, and assisting the Retail Manager to ensure the operation runs smoothly. This is a dynamic role requiring strong organizational skills, attention to detail, and a deep appreciation for plants.

Key Responsibilities:

- **Customer Service Excellence:**
Provide outstanding customer service, assisting customers with plant selection, care advice, and other inquiries. Ensure all customers have an enjoyable shopping experience and leave with the knowledge they need to care for their new plants.
- **Inventory Management:**
Oversee inventory, ensuring that stock levels are maintained and organized correctly. Regularly check plant health and quality, ensuring that only the best products are available for sale.
- **Team Support and Leadership:**
Assist in managing a small team, training new employees, and fostering a positive, efficient work environment. Lead by example in terms of professionalism, attention to detail, and customer service.
- **Sales & Merchandising:**
Help develop attractive displays and promotions to maximize retail sales. Work closely with the team to maintain a clean, organized, and visually appealing store layout.

- Manage price tags, labeling, and inventory of certain items. Be sure to see the process from start to finish utilizing the correct resources.
- Place orders for specific products based off last years sales and trends in the industry.

Qualifications:

- Previous retail or customer service experience, preferably in a nursery, garden center, or similar environment.
- Excellent customer service skills with a friendly and approachable attitude.
- Strong organizational and multitasking abilities.
- Ability to manage inventory and maintain accurate stock levels.
- Passion for plants and gardening, with a willingness to learn and expand knowledge of plant care.
- Leadership skills and experience in supervising or mentoring team members.
- Ability to work both independently and as part of a team.
- Strong attention to detail, with a proactive approach to problem-solving.

Why Join Us?

- Be part of a passionate, plant-loving team, and a company that has been in business for 175 years.
- Work in a vibrant, supportive environment.
- Discount on plants and gardening products.

To Apply:

Please submit your resume outlining why you're the perfect fit for the Assistant Retail Manager role to Matt Vogrin (mvogrin@hinsdalenurseries.com). We can't wait to meet you and see how you can grow with us!