



### JOB POSITION DESCRIPTION

<b>Job Title:</b>	SALES ASSOCIATE	<b>Job Category:</b>	Hourly
<b>Position Type:</b>	Part Time / Seasonal FT	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	16.00 – 20.00 / hr DOE	<b>Reports to:</b>	SR Manager
<b>Schedule/Hours:</b>	Varies	<b>Manages People:</b>	No
<b>Revised:</b>	JAN 2022		
<b>Job Description</b>			
<b>PURPOSE</b> Provide excellent customer service while sustaining PAN's core focus of a clean, organized and top quality nursery			
<b>ROLE AND RESPONSIBILITIES:</b>			
<ul style="list-style-type: none"><li>• Welcomes customers and offers sales and/ or design assistance</li><li>• Routinely reviews inventory for current and accurate product awareness</li><li>• Tailors customer Q&amp;A towards growing the customer's passion and knowledge of plants</li><li>• Utilizes available resources to answer customer questions and suggest supplemental product</li><li>• Assists with designing and/or assembling of product displays</li><li>• Advises manager of potential areas of improvement</li><li>• During peak times provides checkout support by accurately cashiering and/or assisting with customer load outs</li></ul>			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>			
<ul style="list-style-type: none"><li>• High School degree</li><li>• Bachelor's degree in business, botany, horticulture or related field preferred</li><li>• 2 years sales or retail experience preferred</li></ul>			
<b>PREFERRED SKILLS</b>			
<ul style="list-style-type: none"><li>• Strong knowledge and passion for plants and gardening</li><li>• Creative design sense. Able to see product substitutions when requested product is unavailable</li><li>• Excellent communication skills. Able to effectively seek and convey information with customers</li><li>• Excellent customer service skills. Able to provide patient, thorough and informative assistance, while accurately addressing the customer's needs.</li><li>• Self-motivated and results driven</li><li>• High attention to detail, cleanliness, and organization</li></ul>			