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Nursery Assistant Job Responsibilities:

Our Nursery Assistant will work alongside our Nursery manager to maintain the health and wellness of all our nursery stock, the general aesthetics of our nursery operation, as well as the coordinating and handling of nursery customers.

Skills & Qualifications:

- This person will be expected to have a moderate level of knowledge as it pertains to general nursery stock.
- Be resourceful to handle complex questions outside one's knowledge
- Have a positive, friendly demeanor with customers, vendors, and staff
- Have attention to detail
- Have a knowledge of, or be willing to learn general functionality of quickbooks
- Have a knowledge of, or be willing to learn general landscape practices
- Be able to lift 75lbs safely, and without causing harm
- Have a knowledge of, or be willing to learn general irrigation functionality as it pertains to our nursery
- Be an effective team member

Job Duties:

- Greet and assist walk-in customers
- Manage transactions
- Work effectively as a team to keep nursery stock healthy and looking great
- Build and maintain relationships with current and prospective customers
- Multitask and prioritize daily duties
- Prepare orders by processing requests and utilizing resources
- Managing inventory using effective record keeping