

# GARDEN CENTER GENERAL MANAGER

**Do you love the outdoors and enjoying rich experiences?**

**Are you ready to finally LOVE what you do every day and truly ENJOY likeminded coworkers?**

JVI Secret Gardens (Nashville, TN), an established and professional company is now accepting applications for a **helpful, driven,** and **customer-focused** individual **who wants to work in an amazing atmosphere** to join our team. You will be working with a **friendly,** and **beauty-focused** team of **people who appreciate nature.** This position is a critical part of our company. You will be working closely with the owners of the company to ensure the company mission is maintained.

## ABOUT US - OUR COMPANY

JVI Secret Gardens, a family-owned business located in the hip Donelson area of Nashville, is seeking a Garden Center General Manager. This position oversees the daily operations of the garden center and is responsible for managing and coaching our year-round and seasonal team. If you love people, love plants and love working in a happy and healthy, creative, beautiful environment, come join our growing business!



## ABOUT THE JOB - KEY RESPONSIBILITIES:

- Successfully manage the daily retail operations of the store
- Manage and build your team (assist in hiring, interviewing, onboarding/training, customer service standards)
- Create weekly schedules, review and approve timesheets
- Assign daily work direction and follow-through on employee productivity and communicate store news & updates with team
- Resolve any customer issues that arise (warranty claims or dissatisfaction)
- Conduct regular team meetings to educate, to address concerns, and to reward for goals met
- Ensure proper merchandising and adherence to company display standards (i.e., signage, pricing and safety)
- Maintain quality plant material through proper protocols (receiving, watering, pruning, fertilizing, rehabbing)
- Proficient in handling inventory, deliveries, documentation and credit requests for damages
- Ensure store operation systems are in working order; trouble-shoot and resolve issues quickly
- Assist with social media content and create promotional strategies for the store to increase sales
- Assist with ordering supplies and products

## ABOUT YOU - TRAITS AND SKILLS NECESSARY FOR SUCCESS:

- You have great customer focus, convey your sincere interest in others, and try to always exceed their expectations
- You are friendly and easy to work with
- You are a self-starter and are accountable when reaching your goals
- You are good at managing your time, starting work independently, and take personal accountability
- You enjoy working on a team you like, problem-solving, and cooperating to reach goals
- You have good communication skills and enjoy interacting with others
- You make quick, informed decisions and are open to change of plans

## REQUIREMENTS:

- At least 2 years of work experience in managing and coaching a staff in a retail environment, prioritizing and giving work direction, hiring and scheduling; prefer relevant experience specifically in retail garden center
- General knowledge of plants and plant care
- Working knowledge of computerized POS systems with ability to trouble-shoot and solve IT problems quickly and efficiently
- Work 5 days a week, one weekend day a must
- Be able to lift at least 50 lbs and work alongside your team outside in all weather conditions

## COMPENSATION:

- \$50K - \$55K annual salary, depending on experience
- Participation in 401K plan, profit sharing
- Health insurance packages available and 1 week of paid vacation / PTO after 90 days
- Paid training and education so you always feel like you're growing
- Discounts on purchases in our garden center, etc.

**Website:** [www.jvisecretgardens.com](http://www.jvisecretgardens.com)