

# **Garden Center (GC) Division Manager**

## **COMPANY**

Dinter's Nursery is a full-service retail plant nursery that has been in business since 1973. Our goal is to provide a wide range of horticultural products, expertise, and services to customers on southern Vancouver Island. Our company's work culture values cooperation, teamwork, and respect.

## **OVERVIEW**

As a member of the management team, the Garden Center Division Manager oversees all operations of the retail garden center and works collaboratively with other division managers. The manager is responsible for the sales and management of the GC division. This position is full-time year round.

## **Expectations**

- Supervises, trains, mentors, and develops GC staff. Sets performance expectations for direct reports, monitors employee performance.
- Develops and executes marketing campaigns, manages inventory, and participates in management meetings.
- Orders and approves all orders to maintain appropriate levels of all products within the division, sets appropriate retail pricing.
- Ensures and manages all daily cash transactions; reconciles all transactions to items sold or returned; works collaboratively with accounting staff.
- Acts as a sales associate as required.
- Willing to complete Standard First Aid and obtain other trade certifications as needed
- Willing to work weekends as required

## **Skills**

- Strong computer background; experience with POS systems and G-Suite preferred.
- Considerable experience in retail sales.
- Detailed and organized.
- Ability to work in a fast paced and constantly changing retail environment.
- Ability to work independently and within a team.
- Ability to train and motivate.
- Strong written and verbal communication skills.
- Mature decision-making skills, organizational and problem-solving skills.
- Ability to work with retail financial math concepts, use spreadsheets.
- Physically fit, must be able to stand, walk and assist with 30-50 lb. packages.
- Good knowledge of the growing and care of plant materials is an asset.

Please send your Cover Letter and Resume to [info@dinternursery.ca](mailto:info@dinternursery.ca). We look forward to meeting you!