

**Position:** Retail Sales Assoc.

**Department:** Retail

**Wage Range:** \$14 - \$17

**Reports To:** Director of Retail

**Location(s):** Princeton

The mission at Prairie Restorations, Inc. is... *To produce and provide the highest quality, most ecologically appropriate products and services possible to restore and manage native plant communities.*

In accordance with Prairie Restorations, philosophy, all team members work together sharing in a common goal of a successful, profitable and innovative company. Team members are to demonstrate professionalism, dedication, resourcefulness, integrity, and accountability. These are our core values that we expect team members will live by in our daily interactions. All team members are to demonstrate and be role models for all of these core values.

## **Primary Responsibilities Overview**

- To be responsible for all daily operations of The Native Plant Center.

## **Duties and Responsibilities**

### Store Management

- Opening and closing
- To help keep the Native Plant Center clean and organized, inside and out.

### Customer Service

- Customer Consultation
  - Provide information regarding native plant communities, seeds, plants, etc.
  - Assist customers with selecting products
  - Give customers instruction on site prep, planting and maintenance.

### Retail Sales

- Ring up in-store customers with computer
- Taking phone orders for shipping, pick-up, and delivery
  - Enter sales into online system
  - Track orders to completion

March 16, 2019

Retail Sales Associate

Care for Native Plants

- Watering
- Weeding

Miscellaneous Duties

- To assist other departments within the company as needed.
- To maintain safe working conditions.

**Job Requirements**

- Ability to confidently navigate the internet and general computer applications
- Strong knowledge of native plants and native plant communities
- Good organization skills
- Sincere interest in educating customers on native plant communities
- Tolerance of working outside in occasionally adverse conditions
- Ability to stand for long periods of time
- Ability to lift 50 lbs. often
- Desire to continually expand knowledge of native plants and native plant communities.

**Benefits**

- 401k
- Profit Sharing
- AFLAC

**How to Apply:**

If interested in this position please apply online at <https://goo.gl/8GB399> or Email resume to: [prihr@prairieresto.com](mailto:prihr@prairieresto.com)