

Administrative Officer (NOCB 1221)

Petals n Buds Florist Brentwood Bay Florist is a growing company providing career development opportunities for current employees. New positions are posted internally prior to the public. Career Planning is available to all current and past employees. Our only requirements are commitment to confidentiality, positive learner attitude, and integrity toward the company both on and off the job.

Under the direction of the Creative Director

Work Activities as directed:

- Attend meetings and/or presentations
- Assist as directed in Community Fund Programs sponsored by PNB
- Travel between offices, observe and record gaps for internal use
- Participate in upper management decision making, voice ideas
- ALL-HANDS-ON-DECK, during holidays including May 4th – May 14th, February 12th – 15th, April 4th – 10th, October 1st – 8th, December 15th – 24th.

Responsibilities include:

- Responsible as Key Holder
- Responsible as coordinator of information between offices of Petals n Buds
- Responsible to keep accurate detailed records for internal use
- Responsible to receive and process transactions, invoicing, and payments
- Responsible for answering phones, receive orders, and collecting data
- Responsible for accepting payments: accept cash, and credit cards in compliance with PCI
- Responsible for organizing the daily orders, in preparation for designer
- Responsible to write gift cards, assigning addy's or delegate

All-Staff Tasks Include

- Represent Petals n Buds Brentwood Bay Florist to public in a professional manner to customers and potential customers
- Inform customers of new promotions and workshops and to sell merchandise
- Assist, as needed, in different departments
- Providing excellence in customer service
- Learn flower names, care instructions, where they originate, seasonal differences etc. so too communicate this to the customer

- Perform general cleaning duties to ensure areas are attractive and tidy
- Maintain exterior work areas free of dry foliage and debris, ensure shop is attractive from view by the road.

Required Knowledge:

- Professional communication both oral & written
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Standards for confidentiality & payment processes
- Principles and processes for exceeding service standards, communication, and evaluation of customer satisfaction.

Location:

7175 W Saanich Rd
Brentwood Bay, BC. V8M 1P7

Starting Wage:

17.50

Hours/Week:

35-40 (8:30am – 2pm) Monday to Friday

Licenses, Certificates, or Registrations:

preferred

Requirements:

Reliable transportation, Degree or higher from an accredited school

Valid Driver's License:

Preferred

Company Homepage:

www.petalsnbuds.ca

Years of Experience:

2 - Equivalent Professional Capacity

Position Start Date:

ASAP

Contact/Hiring Process:

Email resume and CV