Position: **Floral Designer**

Job Description:
- Administrative duties for the floral business Alpine Blooms
- CRM Management (i.e. Floranex and/or Good Shuffle Pro)
- Prioritize and respond to new client inquiries and follow-up in timely manner
- Develop proposals, contracts, and invoices
- Ordering fresh flowers from wholesalers and suppliers as needed
- Occasional pickup of florals from Calgary or other locations if required
- Proper care and storage of florals in fridges and retail location
- Selecting and arranging flowers for wedding, elopements, corporate events, hotel orders, and retail requests
- Maintaining an adequate supply of inventory required (wire, foam, ribbons, tape, and other supplies required to properly craft arrangements)
- Maintaining accurate order history of floral arrangements, special request, and delivery information
- Advising customers on proper care and maintenance of their floral order
- Client consultations to explore and determine their vision for custom floral arrangements
- On-site setup of floral arrangements or installations for weddings and events when required (i.e. arches, aisle arrangements, centerpieces, or other)
- Delivery of orders when required using company van, if personal vehicle is required outside of Banff will be compensated mileage based on CRA rate
- Inventory management and suggestions for ordering along with tracing sales
- Cleaning of retail store as required to maintain safe work environment
- Cooperative work with other florals designers and staff within RMWC Inc.
- Other duties as assigned by RMWC Inc. from time to time to assist in other wedding divisions

Compensation:
- $20-25 per hour, annual salary position (based on experience)
- Opportunity for growth and development - florals design course or similar
- Mileage reimbursement for deliveries or travel outside of Banff, Canmore
- 2 weeks vacation (to be approved by management)
- Health Benefits after 3 months of employment
- Company MacBook Air
- Flexible work schedule during off season (averaging agreement)
- Start date negotiable