



JOB DESCRIPTION – Assistant Location Manager

Reports to: Location Manager

Job Summary: The assistant location manager helps oversee and manage the day-to-day operations of their specific location. Need to work hand in hand with the location manager to ensure productivity and efficiency on all operational tasks. Customers come to Valley Green for quick service and sound recommendations therefore must thrive in a fast-paced environment with a daily focus on a positive customer experience.

Key Job Responsibilities

- Support Location Manager in the implementation of short- and long-term goals
- Assist in maintaining an organized and clean location (inside and outside) at all times
- Utilize agronomic knowledge to make product recommendations
- Recommend complimentary products to what customer asks for
- Close sales quickly and accurately
- Become proficient with point-of-sale system
- Answer and make multiple phones calls and e-mails daily
- Constantly learn new products while developing stronger sales skills
- Assist with inventory management
- Ensure all drop ship orders go out timely and accurately
- Loading and unloading of customer orders and vendor deliveries
- Availability to work on Saturdays during peak season

Knowledge, Skills, Abilities

- Daily focus on positive customer service and experience
- Proven sales experience
- Ability to multi-task, prioritize, and manage time effectively
- Strong phone presence and listening skills
- Ability to lift at least 50 pounds throughout the day
- Positive attitude and no drama!

Desired Qualifications

- Secondary degree in Turfgrass Management, Agronomy, Business Management or equivalent
- 2 – 4 years industry experience
- 1 – 3 years' experience in a warehouse environment
- Forklift certification
- Valid Driver's License (required)