

VACANCIES AT COOLINGS 2022

Coolings is one of the UK's leading independent garden centre businesses. We are looking for people to join our successful teams. We have and expect high standards. Training will be given.



The vacancies below are for :
The Gardener's Garden Centre
Rushmore Hill, Knockholt
Kent TN14 7NN

We have a selection of both permanent and seasonal roles

Most seasonal positions are from early March until late June (unless shown)

SHOP/RETAIL

<p>SEASONAL Part Time Weekend Sales Assistant/Till Operators Saturday or Sunday 9.00am – 5.30pm</p> <ul style="list-style-type: none"> • Operating an EPOS till system • Assisting with stock merchandising • Excellent customer service skills required 	Ref : SWE
<p>SEASONAL Part Time Midweek Sales Assistant/Till Operators Monday, Tuesday, Wednesday, Thursday and Friday 9.00am - 5.30pm</p> <ul style="list-style-type: none"> • Operating an EPOS till system • Pricing and putting out stock • Excellent customer service skills required 	Ref : SMW

NURSERY

<p>SEASONAL Full Time or Part Time Nursery Production Assistants 5 day week including one weekend day, Tuesday to Saturday, or Sunday to Thursday 8.00am – 4.30pm</p> <ul style="list-style-type: none"> • Working between the potting machine and plug transplanter • Removing potted plants off the potting machine and placing into trays • Labelling and setting down of finished bedding plants • Filling the machines with compost from 80L bags • Plant husbandry • Loading trolleys with cleaned, high quality plants ready for sale 	Ref : NUR
<p>SEASONAL Part Time Nursery Administrator 12 – 16 hours per week, midweek days</p> <ul style="list-style-type: none"> • Updating Nursery stock records • Plant passporting • Printing labels • Competent excel skills required 	Ref: NURA

GARDEN SERVICES - From Mid February

<p>Permanent Full Time Gardeners Monday to Friday 8.00am – 4.30pm</p> <ul style="list-style-type: none"> • Visiting customers' premises to complete planting and pruning tasks • Maintaining and tidying customers' gardens • Laying and mowing lawns • Knowledge of plants and gardening required 	Ref: GAR
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PLANT SALES

<p>SEASONAL Full Time Plant Sales Assistants 4 days during the week and alternate weekends 8.00am – 4.30pm</p> <ul style="list-style-type: none"> • Putting plants on display, tidying, labelling and watering • Advising customers on plants and gardening matters and facilitate sales • EPOS stock control • Knowledge of plants and gardening is key 	Ref : PFT
<p>SEASONAL Part Time Plant Sales Assistants 2 or 3 midweek days and to include one weekend day 8.00am – 4.30pm</p> <ul style="list-style-type: none"> • Putting plants on display, tidying, labelling and watering • Advising customers on plants and gardening matters and facilitate sales • EPOS stock control • Knowledge of plants and gardening an advantage 	Ref : PMWP

OFFICE - From January

<p>PERMANENT Full Time Office Administrator 4 days during the week and alternate weekends 9.00am – 5.00pm (5:30pm during extended opening)</p> <ul style="list-style-type: none"> • Answering the telephone • Managing the Company in-box, both mail and email • Entering stock records into EPOS (Electronic Point of Sale) • Competent and confident computer skills • Knowledge of Publisher, In-Design and Illustrator helpful • Knowledge of plants and gardening products also helpful 	Ref: OA
<p>PERMANENT Full Time Marketing Executive Working 40 hours per week Monday to Friday between 8.00am – 6.00pm</p> <ul style="list-style-type: none"> • Produce relevant, engaging copy across all channels • Maintain and improve news and articles on our website • Co-ordinate the production of our Company magazine Cuttings • Deliver engaging social media posts • Assist with the production of POS to showcase our products at their best • Competent and confident computer skills • Working knowledge of WordPress 	Ref: OME
<p>PERMANENT Full Time E-Commerce Manager Working 40 hours per week between 8.00am – 6.30pm 5 days out of 7 including weekends</p> <ul style="list-style-type: none"> • To drive sales through increased footfall to our online shop • Excellent website marketing skills • Previous digital marketing experience required • Excellent customer service skills 	Ref: OECA
<p>PERMANENT Full Time E-Commerce Assistant Working 40 hours per week between 8.00am – 6.30pm 5 days out of 7 including weekends</p> <ul style="list-style-type: none"> • Entering stock records into EPOS (Electronic Point of Sale) • Part of a team recording product across all areas of the business • Competent and confident computer skills • Knowledge of re-sizing images helpful • Knowledge of plants and gardening products also helpful • May assist other departments as necessary 	Ref: OECA

DELIVERIES

<p>SEASONAL Full Time Packer Working 40 hours per week between 8.00am – 6.30pm 5 days out of 7, including weekends</p> <ul style="list-style-type: none">• Working as part of our despatch team• Selecting product from across all areas of the business ready for delivery• Ensuring the correct products and quantities are selected for each customer order• Requires attention to detail and accuracy	Ref: DP
<p>SEASONAL Full Time Delivery Driver Working 40 hours per week between 8.00am – 6.30pm 5 days out of 7, including weekends</p> <ul style="list-style-type: none">• Delivering products to our customers within a 40 mile radius• Company vans supplied• Full, clean driving licence required• Drivers will load the vans the evening before delivery• Heavy lifting will be involved	Ref: DD

Own transport is essential as public transport is not reliable

Further information, including pay rates are available on our website www.coolings.co.uk

For further information please contact

Jane Hopson on **01959 532269** or email: workforus@coolings.co.uk

Closing Date : Monday 31 January 2022