

Date Posted: July 13, 2022

The Butchart Gardens is looking for an individual to fill the following position

**DEPARTMENT:** Seed & Gift Store

**POSITION:** Buyer Assistant

This is a unique opportunity to share your passion for retail at one of the world's preeminent attractions.

We are looking for a creative and motivated individual to assist our buying team in reviewing existing merchandise to help grow sales and maximize profits. This position requires excellent analytical skills and solid computer skills with a merchandising background.

Through the year, the successful candidate will assist the buying team in:

- Monitoring discrepancies, product quality, warehouse procedures, sales, out of stocks, website, audits and importing procedures
- Implementing appropriate changes to display area, display content, product range etc.
- Expand knowledge of products and trends through internet searches, trade magazines and books
- Assist in managing inventory levels and help prepare and participate in yearend inventory
- 35% of the position will be directly working on sales floor making customer service and satisfaction the top priority
- Assisting in any part of the retail operation when needed, and other duties as assigned.

The following qualifications are desirable:

- Computer literate – Strong Excel Skills
- Use of previous inventory management program
- Strong creative merchandising skills, understanding the importance of display in influencing sales
- Knowledge of Shopify online sales program an asset
- Minimum three years' experience in retail in a similar role or in a management position—preferably gift or tourist based

**The successful candidate can look forward to:**

A full-time, 40 hour per week, year-round position, working 5 days per week including one weekend day. Hours of operation and shift work required, flexibility in work schedules and duties. The position offers competitive wages, benefit package, 3 weeks' vacation, RRSP matching program, growth potential, free parking, discounts and other company perks.

This position reports to the Director of the Seed and Gift Store. Remuneration will be commensurate with this level of responsibility and the qualifications of the successful candidate.

We sincerely thank all those who apply, however, only those shortlisted will be contacted. If you are interested in joining the Seed and Gift Store team, please submit your resumé and cover letter to: The Human Resources Department, The Butchart Gardens Ltd., 800 Benvenuto Avenue, Brentwood Bay BC, V8M 1J8, or email: [hr@butchartgardens.com](mailto:hr@butchartgardens.com) or Fax #250-544-4455.