**HORTICULTURAL SPECIALIST**: Whitaker Farms is seeking a knowledgeable, professional and friendly Horticultural Specialist. Applicants will assist customers with plant selection and check out on registers; assist manager with plant maintenance including watering, fertilizing, clipping and planting; set up visually appealing displays; plant containerized gardens; load/unload trucks; spring and fall planting; and other duties as necessary. Applicants must have strong communication skills and **horticultural knowledge**. Retail sales experience is preferred. Applicants must be willing to work weekends. Applicant must have valid driver’s license. Applicant must be able to handle multiple projects or tasks. Applicant must be able to lift 50 pounds. Pay rate will depend on knowledge and work experience.

**SEASONAL POSITION, PART-TIME:** Whitaker Farms is seeking enthusiastic, self-motivated, part time seasonal sales associates at their retail locations in **Franklinville and Climax**. Applicants will assist customers with purchases and check out on registers; assist manager with plant maintenance including watering, fertilizing, clipping and planting; set up visually appealing displays; plant containerized gardens; load/unload trucks; spring and fall planting; and other duties as necessary. Sales experience is a requirement. Plant knowledge is recommended but not necessary if you are willing to learn. Applicants must be willing to work weekends. Applicant must have valid driver’s license. Applicant must be able to handle multiple projects or tasks. Applicant must be able to lift 50 pounds. Pay rate will depend on knowledge and work experience.

**SEASONAL FULL-TIME and PART-TIME POSITIONS:** Whitaker Farms is seeking enthusiastic, self-motivated SALES people to work their space at the **Piedmont Triad Farmers Market**. Knowledge of plants and produce is recommended but not required. Applicants must have an outgoing personality and enjoy working with the public! Applicants must be able to lift at least 30 pounds. Positions are available for Saturdays, Sundays, and weekdays. Applicant must have valid driver’s license. Pay rate will depend on knowledge and work experience. Training will begin in February. Market season typically runs through the end of October, depending on weather.

**MARKETING SPECIALIST & EVENT PLANNER:** Whitaker Farms is looking for an energetic, self-motivated Marketing Specialist to join our team. Candidate’s work will include developing and implementing marketing and advertising campaigns, monitoring social platforms, and conducting market analysis. Candidate would also be responsible for coordinating and promoting special events. Candidate would be required to work as a sales associate at our garden center each week.

Candidates should exhibit excellent communication skills, multitasking and organizational skills.  Candidates should also have a mastery of grammar and spelling skills. The successful candidate will also have in-depth knowledge of marketing techniques and social media platforms.

**Responsibilities:**

Design and present new social media campaigns.

Update social media and website weekly.

Prepare weekly email campaigns.

Monitor all social media platforms for trending news, ideas, and feedback.

Coordinate and promote special events such as seasonal festivals.

Research and evaluate competitor marketing and digital content.

Candidate will be required to work in our garden center as needed.

Update online store as needed.

**Requirements:**

Current enrollment in an undergraduate course for Marketing, Communications or similar field.

Familiarity with computer software such as Publisher, Word, Excel, email and social media platforms.

Good understanding of the latest marketing trends and techniques.

Excellent verbal and written communication skills.

Passion for marketing.

Must demonstrate creativity!

Excellent organization skills.

Candidate can expect to work 30+ hours per week.  This is a temporary position that could lead to full time employment.

**ADMINISTRATIVE ASSISTANT**

Whitaker Farms in Climax is looking for an experienced Administrative Assistant. The ideal candidate must be a dependable, career minded, professional that can multi task in a fast paced environment. This is a temp to hire position. Candidate can expect to work 15-20 hours per week. Could lead to additional responsibilities and hours per week.

**Administrative Assistant Job Duties include:**

Provide excellent customer service both in person and on the phone

Must be able to thrive and multitask in a busy environment

Process and fulfill online orders

Reconcile daily cash register deposits and prepare bank deposits

Prepare weekly sales journal entries

Maintain accurate inventory

Assist with payroll

Assist Marketing Specialist with development of signage for promotions

Communicate sales/price changes with all locations

Prepare pricing labels for merchandise

**Administrative Assistant Requirements include:**

Recent/relevant experience as an Administrative Assistant

Proficient in Microsoft Office Suite

Proficient in Quickbooks

Experience with office equipment such as copier, fax, and scanner

Professional with excellent communication skills

Ability to work without supervision

Ability to multi task in a fast paced environment