

Floral Manager

Location: Jackson, MS (Green Oak Florist & Gift Shop)

Schedule: Full-time, Monday–Friday (with Saturday rotations)

Pay: Competitive and based on experience

Company Description

Green Oak is Jackson’s plant and floral expert, providing high-quality plants, floral designs, and horticultural services since 1960. Our florist team serves daily orders, events, weddings, sympathy needs, and corporate accounts throughout the Jackson metro area with exceptional attention to detail and design.

Role Description

The Floral Manager leads Green Oak’s florist team, overseeing daily operations, maintaining high standards of design and customer service, and ensuring smooth workflow for all floral orders. This role includes managing staff, coordinating with other departments, and helping drive sales and creativity in a fast-paced, high-volume environment.

Duties

- Lead and supervise the floral design team across both locations
- Manage scheduling, workflow, and productivity for daily orders and special events
- Ensure quality and consistency of designs that reflect Green Oak’s style and standards
- Oversee inventory levels, ordering, and product rotation for fresh and hard goods
- Coordinate with wedding and event clients, vendors, and the sales team to ensure seamless execution
- Provide hands-on design support during high-volume periods (e.g., Valentine’s Day, Mother’s Day, Christmas)
- Maintain a clean, organized, and professional work environment
- Train, coach, and evaluate floral staff performance and growth

- Collaborate with the marketing team on promotions, holidays, and product launches
- Track floral sales and assist with forecasting and goal-setting

Required Qualifications

- Minimum 3 years of professional floral design experience
- Proven leadership experience in a floral or retail setting
- Strong organizational and time-management skills
- Knowledge of flower varieties, care, and industry trends
- Ability to lift up to 40 pounds and be on your feet for extended periods
- Valid driver's license

Additional Preferred Skills & Qualifications

- Event/wedding floral experience
- Experience with POS systems
- Strong customer service and communication skills
- Design portfolio or samples preferred

Benefits

- Paid time off and paid holidays
- Employee discount on merchandise
- Growth opportunities within Green Oak
- Supportive, creative work environment with long-standing local reputation