



## **\*New locations coming soon!**

**Title:** Assistant Manager                      **Reporting to:** Sales Manager  
**Department:** Sales                              **Date issued:** 01.01.2025  
**Location:** **Hamilton, Ancaster, Burlington & Oakville**

### **JOB DESCRIPTION:**

#### **Position Summary**

- Assisting the Manager with the day-to-day activities of the location. This is to be defined by the Manager, and duties selected are based on skill sets and characteristics of both
- The Assistant Manager assumes the role of managing when the Manager is unavailable. This could be due to meetings, scheduled time off, vacations, etc.. Duties include:
  - Staff and customer experience.
  - Daily staffing levels.
  - Flow of checkout counters.
  - Professional location appearance (cleanliness, stocking levels, etc..).
  - Irrigation levels throughout yard (watch for dry plants!).
- Specific day-to-day functions:
  - Nursery Stock Replenishment.
  - Maintain an accurate inventory at the location for nursery products.
  - Responsible for managing the productivity and scheduling of location staff.
  - Responsible for year-end inventory count
  - Exemplify our Company Team Values
  - Other duties as assigned

Cannon Nurseries is a diverse and equal opportunity employer. Should you require any modifications during the interview process please connect directly with our Human Resources Manager at 9056897433 ext 195.