



EXQUISITE BLUMEN

Full-Time Florist Assistant Manager Needed for Exquisite Blumen Luxury Floral Boutique

🌸 Bloom with Exquisite Blumen 🌸 Exquisite Blumen is a new Whidbey Island floral wellness boutique opening in the heart of Langley, and we need your help! The boutique will launch in August as a retail store in Langley Village and an online store. We are seeking a creative, organized, and experienced florist who will also serve as a cashier and assistant shop manager.

Experience in high end floristry (3 + years preferred) including knowledge of color theory, flower pairing, and floral trends. Must be able to work on weekends and as needed on weekdays. You will be pivotal in enforcing the high standards of exceptional service that we plan to provide the discerning clientele of Exquisite Blumen, and maintaining the vendor relationships that will sustain our wide range of beautiful floral wellness products.

WEEKEND AVAILABILITY REQUIRED

Responsibilities (training provided):

- Design and produce elevated floral arrangements and displays
- Educate customers on floral and plant care
- Weekend and some weekdays shop cashier shifts

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- Oversee the daily operations of the shop
- Person-in-charge when owner and manager are not present
- Provide high-level administrative support to the owner as needed
- Run errands as needed (mileage reimbursed)
- Meticulously update inventory records
- Coordinate with vendors and receive shipments as needed
- Become proficient with Wix POS & website
- Assist with the creation of beautiful social media content
- Learn talking points for all the products sold, including a diverse array of flowers, plants, wellness products, tea, crystals, and books
- Communicate gracefully and swiftly with customers & community members (in person, over the phone, via email, through text, through social media)
- Maintain health of in-store product displays, including plants and flowers
- Welcome all customers as they enter shop
- Ring up customers, package orders

Qualifications:

- Experience in a management position
- Experience with high end floral arrangements as well as plants
- A thoughtful, action-oriented individual
- Respectful of all people
- Typing 50+ WPM
- Able to lift up to 40 pounds occasionally as needed
- Able to carry lightweight items up stairs
- Have own transportation (reliable car able to hold several large boxes)
- Able to work independently or as part of our friendly team
- Customer service experience
- Proficiency in retail POS cashier systems, able to switch between website ordering and POS checkouts (detailed training provided)
- Website, computer, social media experience (detailed training provided)

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- Light bookkeeping as needed (receipt tracking, spreadsheet updating)
- Experience meeting the needs of multiple customers at once
- Exemplary verbal and written communication skills
- Warm and polished demeanor; able to remain calm in stressful situations

Details:

- Full-time position (30-40 hours per week); must have weekend availability.
- On-site work in Langley, some work at the off-site floral studio.
- Hourly wage: \$28/hour with staff discount on products.

How to Apply:

Please submit your resume and a compelling cover letter detailing your relevant experience to admin@exquisiteblumen.com, ensuring the subject line reflects "Full-Time Floral Shop Assistant Manager Position" and telling us about your favorite flower. *Applications will be accepted until the position is filled.*

Contact Information:

Instagram: [@exquisiteblumen](#)

Facebook: [ExquisiteBlumen/](#)

Customer Support Email:

hello@exquisiteblumen.com

Phone: (360) 221-7588

Address: 221 Second Street,
Suite 3, Langley, WA 98260

Mailing Address: PO Box
1601, Langley, WA 98260

For more about Exquisite Blumen, visit the website at
www.exquisiteblumen.com