

Freddie's Flowers

Title: **Pop-ups Coordinator, Freddie's Flowers**

Salary: £22,000 with commission (ote £30,000)

Hours: Full time - will be required to do some weekend work on occasion (will get days off in lieu)

Location: London based (occasional travel to other parts of England)

Job summary

This is a really exciting opportunity to join a small & fast growing company. [Freddie's Flowers](#) are looking for a proactive, motivated, upbeat events coordinator to help manage the execution of our extensive array of events & pop-ups.

Over the last few months events & pop-ups have proven to be the most successful avenue for generating new customers, therefore you will be integral in growing the business.

A bit about Freddie's

Freddie's Flowers was started a couple of years ago by Freddie Garland from his back garden. We deliver stunning arrangements with a bit of a wild side to about 12,000 beautiful homes every week. We are fast paced, resourceful & we work together to get things done well & quickly.

Key responsibilities and tasks

- Planning pop-up locations
- Managing and coordinating the sales team
- Researching prime locations both inside and outside of London for pop-up bikes
- Managing and coordinating the pop-up drivers
- Kit maintenance
- Driving out and collecting pop-up bikes
- Tracking performance and data of the sales team
- Buying, organising & tracking equipment

What's in it for you?

- Free flowers each week
- Working with a young, vibrant team
- A relaxed, friendly, cheerful atmosphere
- A chance to learn on the job about growing a successful business
- Contributing your creative ideas & putting them into action

Your skills, essential

- Full UK driving license
- Ability to act efficiently & effectively under pressure
- Initiative & ability to identify issues & develop solutions
- Ability to work to a loose brief, or to specific requirements
- Creativity & ability to generate ideas
- Good organisational skills & fantastic attention to detail

Ideal attitude and behaviours

- Bags of initiative & comfortable working independently
- Quick to learn & able to think on your feet
- Commercially minded & able to work in a fast-paced environment
- Comfortably able to prioritise & manage multiple projects
- An interest in flowers & design
- Ability to handle a busy workload, prioritise & be flexible
- A creative flair that is sympathetic to our existing style
- Excited about being a proactive member of a small team where everyone mucks in, regardless of job title.

Interested? Send your CV, portfolio & covering letter to jake@freddiesflowers.com