



Position: Habitat for Humanity GCC ReStore Assistant Manager

Days: Tuesday through Saturday, 8:30 am - 5:00 pm

Full-time, salaried position: \$39,280.00 - \$43,440.00 per year

About Us:

The HFHGCC ReStore accepts donations and sells an inventory of diverse, high-quality merchandise to the public at a fraction of the retail price, while diverting reusable household items and building materials from area landfills. Sales of donated items help Habitat for Humanity partners with local homeowners to build safe and affordable homes. Together, we help homeowners achieve the strength and stability they need to build a better future.

If you are looking for a change of pace or looking to give meaning to your retail career this is the opportunity you've been waiting for. We are currently hiring for our **Assistant Manager** position.

Primary Duties and Responsibilities:

- Foster an environment of excellent customer service, donor appreciation and volunteer retention
- Assist with overall management of store operations
 - Maximize store profits based on budgets
 - Train staff and volunteers to adhere to store policies and procedures
 - Oversee store inventory, including pricing and inventory turnover
- Assist with daily operations including opening/closing, POS system, pricing, and loading and unloading donations
- Oversee in-store and online marketing including store signage and special promotions
- Ensure timely and efficient movement of donations, including cleaning, researching, pricing and display to maintain an orderly flow of items in and out of the store and warehouse and maintain an attractive merchandise layout.
- Answer incoming calls and emails
- Help maintain cleanliness, safety and organization of the sales floor, donation bay and cashier work areas
- Supervise and empower a diverse volunteer base

Related Skills and Experience:

- Minimum two years retail work experience. Demonstrated leadership and development of individuals and groups. Experience with volunteer management is a plus.
- Bachelor's Degree is desired; relevant work experience will be considered.
- Ability to anticipate, address and solve problems and make sound decisions
- Effective oral and written communication; experience with Social Media content and posting, and online sales platforms; proficient in Microsoft Office & Google Apps.
- Ability to operate equipment including dollies, hand trucks, and merchandising tools; ability to lift up to 50lbs
- Possess valid Drivers License

Equal Opportunity Policy: Our organization is dedicated to a policy of equal opportunity. We will give fair and equal treatment to all employees and applicants for employment. It is our policy to prohibit discrimination or harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, disability, genetic information, sexual orientation, marital status, age, or veteran status as protected by law. This policy applies to all employment practices and personnel actions, including compensation, recruitment, and opportunities for advancement.

Our organization is a Drug-Free Workplace. This position is subject to a criminal background and credit check, periodic DMV checks for driving record and valid driver's license, and drug and alcohol testing. We reserve the right to make employment contingent upon successful completion of all checks and testing.