

Habitat For Humanity Greater Cincinnati

Position: Assistant Manager

Type: Non-Exempt, Full-Time

Manages Others: Indirectly

Reports To: ReStore Manager

Position Summary

Responsible for assisting the ReStore Manager in all store operations, which includes hiring, training (ensuring adhering to process and procedures), conflict management, scheduling, sales and meeting sales targets, merchandising, pricing, and security/safety.

Position Responsibilities

- Participate in the development and implementation of short-and long-term strategies, goals, and objectives to improve sales and staffing
- Recruit, train, supervise, and create work schedules for ReStore employees, volunteers, and community service volunteers.
- Help promote the store and control costs to increase Revenue and Net Income
- Oversee the receipt of donated items and supervise the pricing of donated items
- Help manage the purchased inventory and Cost of Goods to Revenue ration
- Monitor competitive merchandise market (pricing and practices).
- Manage and optimize the floor space for merchandising of material in the store
- Implement and monitor systems for the security of cash transactions and deposits and supervise the close-out cash register at the end of the business day
- Develop and maintain positive ongoing relationships with volunteers and staff
- Keep store Manager informed to maintain efficient and effective day-to-day operation.
- Ensure proper maintenance of facility, equipment, and vehicles.
- Maintain up-to-date files regarding trades, contracts, etc., and ensure safety and accident incident reports are prepared timely
- Work with Donations Coordinator to process donations for sale

Qualifications

- High school degree or equivalent
- Minimum 5 year's work experience, with at least two years in retail sales
- Ability to meet all DOT requirements
- Ability to stand/walk the majority of the shift
- Must be able to lift up to 70 pounds
- Microsoft office experience
- Demonstration of good interpersonal skills in a variety of social and professional settings to ensure good working relationships.
- Excellent organizational and time management skills.
- Excellent written and oral communication skills.
- Excellent relationship building and relationship management.
- Creative problem-solving and the ability to be flexible, while maintaining the dedication to achieve results
- Valid driver's license required



We are an equal opportunity employer

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.