ReStore Assistant Manager – Wildwood, FL

Qualifications:

- Bachelor’s degree preferred and minimum of 3 years management related experience, 3 years of customer service related
- Prior work experience required, preferably retail and/or business experience (operations, project management, marketing and finance)
- Computer skills, including MS Word, MS Excel, MS Outlook, and the Internet
- Ability to be a player/coach to lead, train, and manage staff and engage volunteers in a positive manner to maintain a highly motivated organizational atmosphere
- Provide customer service oriented decision making in a professional manner
- Working knowledge of POS operating systems

Primary Duties and Responsibilities

Operations

- Maintain high levels of customer and donor service.
- Proactively develop relationships with business and neighborhood associations to increase awareness of brand, communicating and collaborating with other Habitat departments regarding cross over opportunities
- Overall support and management of the Store’s operation under the Manager
- Maximize store profits based on budgets
- Train staff and adhere to the store policies and procedures
- Maintain a clean, neat, and safe store
- Maintain open communication with ReStore Manager and store team on essential and critical daily operations
- Work alongside staff to achieve goals
- Develop goals and daily task lists
- Staff development and performance reviews
- Scheduling
- Willing to work a flex schedule (including some Saturdays) as defined by the Manager.

Marketing, including:

- Maintain updated store signage for events as provided by the Manager and Marketing Departments
- Financial Management
- Implementing and managing financial controls
- Budget management and analysis
- Complete monthly financial summary
- Procurement and Inventory Management
- Oversee store inventory, including pricing
- Monitor inventory turnover

**Donation Management**

- Assist the ReStore Manager with corporate donation solicitation and logistics
- Monitor quality of donations received through drop offs
- Develop relationships with new donors – build relationships in community with community associations and other neighborhood groups

**Volunteer Management**

- Ensure that volunteers are actively engaged and have a positive experience

**Customer Service**

- Monitor and train staff to provide excellent customer service.

**Staff Development**

- Ensure accountability processes that encourage staff responsibility for their job performance and maintain positive morale
- Support and maintain staff culture that aligns with the mission
- Support the ReStore Manager to ensure all HR policies are communicated on a regular basis and stores comply at all times
- Engage with volunteers as needed to maximize their participation and impact on the mission

**Safety**

- Assume as manager and support responsibility to enforce safe work practices by all team members, volunteers, subcontractors and workers at all our locations and events to ensure we meet, if not exceed, OSHA and all HFHLS safety policies and procedures.
- Ensure that all team members are aware of and operate by the safety policies and procedures for retail environment and transportation activities that look out for the welfare of our customers and donors.
- Exercise outlined protocol by immediately notifying and collaborating with management on any safety related incident and/or respond to a report involving staff or any other related team members (workers, volunteers, and subcontractors).
• If within area of purview initiate and / or provide assistance for the proper investigation regarding safety incidents by following Safety policies and procedures.
• Perform other duties as assigned

No calls accepted. To be considered for this role, please email a resume/cv and compensation history/expectation to:

resume@habitatls.org

ONLY CANDIDATES WHO FOLLOW THE SPECIFIC INSTRUCTIONS IN THIS JOB ADVERTISEMENT ON HOW TO APPLY FOR THIS JOB WILL BE CONSIDERED. ONLY THOSE SELECTED TO BE INTERVIEWED WILL BE CONTACTED.

Location: Wildwood, FL

About Habitat for Humanity of Lake-Sumter, FL

Habitat for Humanity of Lake-Sumter, FL, founded in 1998, is affiliated with Habitat International; a global, Christian-based nonprofit organization that grew out of an intentionally multi-racial community in rural Georgia. Seeking to put God’s love into action, Habitat brings together people of all faiths and people of no faith to build homes, communities and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability and self-reliance they need to build better lives for themselves. Habitat seeks individuals who have a willingness to affirm these principles and values.

Habitat for Humanity Lake-Sumter, FL is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.