



Assistant Manager

Position Description:

The person in this position will assist in the management of the ReStore under the supervision of the ReStore Manager. This includes management of the donations and the donation process from beginning to end, management of inventory levels and the needs of the customer. The Assistant Manager will also monitor sales history of products and seasons to maximize the efficiency of the retail sales floor and assist the ReStore Manager with all public relations, marketing, budgeting, scheduling and advertising functions of the ReStore.

Summary of Essential Outcomes

Vibrant ReStore Business

- Abundance of Volunteers
- Quality, Diverse Inventory
- Consistent Sales Growth
- Supporting Role in Green Advocacy

Job Duties:

DONOR & PUBLIC RELATIONS

1. Help design and implement donor promotion & recognition strategies throughout the year.
2. Be aware of and help maintain working relationships with local contractors and suppliers in order to increase donations.
3. Collect all pertinent details of donors and donations with weekly reports.
4. Represent the affiliate in the community.

STAFF MANAGEMENT

1. Train and supervise paid staff and volunteers according to affiliate policies.
2. Create weekly schedule for paid staff and volunteers.
3. Maintain store business hours and schedule for adequate staffing levels.
4. Ensure proper donor-staff-customer relations.

FISCAL MANAGEMENT

1. Provide detailed monthly reports to ReStore Manager
2. Oversee pricing of inventory items that are for sale to the public, using appropriate guidelines.
3. Oversee proper cash register procedures as well as daily deposit and petty cash procedures in coordination with established office procedures.
4. Maintain appropriate recordkeeping and data management.

GENERAL MANAGEMENT

1. Work with volunteers who are scheduled in various areas to ensure they are well trained and encourage retention.
2. Oversee flow of inventory, from entry to exit.
3. Ensure general safety procedures, vehicle use procedures, and equipment use procedures are being followed.

4. Conduct all other duties as needed or assigned.

PRINCIPAL ACCOUNTABILITIES

1. Supervise staff and volunteers in their customer service skills, train on proper cash handling and closing procedures.
2. Ensure store is at maximum capacity with inventory levels.
3. Ensure store keeps a clean, organized, and professional appearance.
4. Resolve customer concerns through defined channels.
5. Assist with marketing ReStore.
6. Analyze potential donations and impact of procurement to net profit.
7. Research listings of manufacturers, distributors, and vendors of product for potential donations.
8. Plan ahead for sales and influx of inventory.
9. Drive profitability through season appropriate merchandising.
10. Attend trade shows to learn about new materials and meet prospective vendors.
11. Follow guidelines for acceptable donations.
12. Place follow-up calls/send thank you correspondence to potential/actual donors to maintain strong donor relationships.
13. Assist in building a quality base of donors.
14. Logistics and scheduling of offsite donations.
15. Other tasks as required by the ReStore Manager.

SUMMARY OF JOB QUALIFICATIONS

- Minimum of 1 year of experience in retail management.
- Nonprofit experience preferred.
- An understanding of ReStore merchandise and operations.
- Familiarity with construction materials.
- Able to work registers, trucks, and forklifts.
- Strong oral and written communication skills.
- Flexibility in work habits and work schedule.
- Knowledgeable in Microsoft Office including Word, Excel and Outlook.
- Physical ability to perform tasks, including lifting up to 75 pounds.
- Valid Driver's License with no major violations within the previous three years.

REPORTING RELATIONSHIPS

The Assistant Manager reports to the Restore Manager, works in partnership with the other Site Managers, Operations Manager and Volunteer Engagement Specialist, and responds to requests from the Executive Director, volunteers, and other staff. This person works in a team atmosphere of mutual respect and cooperation.

THIS POSITION IS FULL-TIME/SALARIED

TO APPLY Please send a cover letter, resume and references to: info@blackhillshabitat.org

*Black Hills Area Habitat for Humanity is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status.