



Habitat for Humanity[®]

of Wake County

Serving Wake and Johnston Counties

ASSISTANT STORE MANAGER / INVENTORY

DEPARTMENT: ReStore

LOCATION: Apex, NC

SUPERVISOR: ReStore Manager

SUMMARY:

Reporting to the ReStore Manager, the Assistant Store Manager (ASM) is jointly responsible for supervising and managing employees, community service workers, and volunteers within the ReStore. The ASM will coordinate and manage operations of the ReStore along with the ReStore Manager.

This position will require flexibility to work evening and weekend hours as needed. The ASM will likely spend on average at least five days per week, Monday – Saturday (40 hour work week with 8 hours days).

ESSENTIAL DUTIES & RESPONSIBILITIES:

Inventory Responsibilities:

- Devise ways to optimize and enforce inventory control procedures
- Inspect the levels of business supplies to identify shortages
- Ensure product stock is adequate and can cover direct demand from customers
- Record deliveries and shipments to reconcile inventory
- Use software to monitor demand and document characteristics of inventory
- Place orders to replenish stock avoiding insufficiencies or excessive surplus
- Analyze data to anticipate future needs
- Evaluate suppliers to achieve cost-effective deals and maintain trust relationships
- Collaborate with warehouse employees and other staff to ensure business goals are met
- Report to upper management on stock levels, issues etc.

Operational Responsibilities:

- To co-manage day-to-day operations of the ReStore; this would include supervision of staff and volunteers and the delegation of tasks to provide an efficient and profitable work environment.
- To work on the sales floor directing volunteers in the receiving, pricing, and sales of donated materials. This will at times include lifting and leading projects within the store.
- To interact with customers on a daily basis; being aware of sales trends, regular customers, and to problem solve any situations that may require managerial input.
- To create and sustain a long term committed staff for the ReStore.
- To ensure that the ReStore is a safe place to work for both volunteers and staff. This includes the regular maintenance of vehicles and equipment as well as facility, materials and storage safety.
- To help ensure that the ReStore is properly covered by staff during hours of operation and to schedule staff and oversee the scheduling of volunteers.

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Together, We Build.

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- Able to open and close the ReStore when the Manager is unable to do so.

Financial Accountability:

- To accurately track and report financials and assist with nightly deposits
- Operate cash register, customer service, banking, and balance register at the end of the day
- To ensure that cash outs happen at least daily and that any irregularities are explained
- To work with the Manager to analyze store sales and profitability.
- To work within the Budget as clearly as possible for expenses and to make every attempt to meet sales projections.

EDUCATION/EXPERIENCE:

- Related experience in private business or non-profit organizations; or an equivalent experience in working in retail, reuse, and on construction
- Excellent communication skills with a strong passion for the organization's mission;
- Self-motivated with the ability to work independently and as part of a team and with great energy and persistence. Experience working with diverse constituencies;
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously and produce high quality results quickly and on time;
- Critical thinking, problem solving, accuracy and attention to detail;
- Regular attendance is required; and must be available to work weekends and evenings.

APPLICATION PROCESS:

- If interested, please visit our jobs page: www.habitatwake.org/jobs

NOTE:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

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