

About Habitat for Humanity of Wake County

Habitat for Humanity of Wake County (HFHW) changes lives by bringing together God's people and resources to help families in need build and own quality affordable homes in safe and supportive communities. Since 1985, HFHWC has partnered with homebuyers, donors, and volunteers to build more than 750 safe, affordable, energy-efficient homes in all parts of Wake and Johnston counties.

Position Overview:

Under the general supervision of the ReStore Manager, the **ReStore Assistant Manager** is jointly responsible for all day to day operations of the ReStore. The **ReStore Assistant Manager** will be expected to leverage available volunteers to accomplish daily tasks in an efficient manner. In addition, the **ReStore Assistant Manager** will be responsible for store projects that will be assigned to her/him as needed within the store and must provide excellent customer service to donors in the back, customers on the sales floor, and to regular volunteers.

The responsibilities of the **ReStore Assistant Manager** include, but are not limited to:

Inventory Responsibilities:

- Optimize and enforce inventory control methods
- Ensure product stock is adequate and can cover direct demand from customers
- Record deliveries and shipments to reconcile inventory in a timely manner
- 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

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 in all areas of the store directing volunteers in the receiving, pricing, and sales of donated materials. This will at times include lifting, truck driving, 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 store is properly covered by staff during hours of operation and to schedule staff and oversee the scheduling of volunteers.
- Able to open and close the ReStore when the Manager is unable to do so.



Habitat for Humanity®

of Wake County

Serving Wake and Johnston Counties

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.

You will be successful in the **ReStore Assistant Manager** role if you:

- 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.

Why work for Habitat for Humanity of Wake County? We offer:

We are passionate about providing affordable housing; we know that to be the best we have to have the best teams. We have an amazing team of passionate residential home construction professionals that love with they do and the families that we serve. We're proud of our people, and we reward them with competitive pay, paid time off, medical, dental and vision benefits, as well as, a fun and positive work culture.

Application Process for the **ReStore Assistant Manager** role:

- If you're ready to begin your career with a reputable and respected name in affordable housing that values its employees, apply on [Indeed](#).

Habitat for Humanity of Wake County is a drug free workplace, participates in E-Verify, conducts pre-employment screenings, and is an Equal Opportunity Employer.

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

Together, We Build.

www.HabitatWake.org