

GREATER BIRMINGHAM HABITAT FOR HUMANITY
RESTORE ASSISTANT MANAGER
JOB DESCRIPTION

Greater Birmingham Habitat for Humanity seeks a full-time Assistant Manager for its discount home improvement center, the ReStore. Hours will vary, including Saturdays. Please submit resume and cover letter to dbonner@habitatbirmingham.org. Retail experience required, only those selected for interview will be contacted.

Job Description: Assists the ReStore Manager in achieving sales objectives, leading day to day operations, performing administrative duties, procuring and pricing inventory, and providing excellent customer service. Assistant Manager will be accountable for store readiness including staffing levels, safety, inventory management, and store cleanliness/organization. Assistant Manager will act as manager in the ReStore Manager's absence.

Location:

- Irondale, AL

Work authorization:

- United States (Required)
- Employment is contingent on passing a background check.

Salary: \$14-\$18/ hour, depending on experience

Education:

- Bachelor's (Preferred)

License:

- Driver's License (Required)

Required Knowledge, Skills and Abilities:

- Excellent leadership and problem solving skills, including addressing unexpected issues and emergencies
- Computer knowledge, including email, Word, Excel, and basic POS
- Self-motivated, reliable, and enthusiastic. Enjoy working with people from diverse backgrounds
- Ability to handle and defuse challenging situations with tact. Excellent communication and conflict resolution skills
- Ability to provide leadership and supervision to staff and volunteers while also remaining personally productive
- Strong organizational and time management skills
- High standards of integrity and accountability
- Understanding and appreciation of the mission of Habitat for Humanity
- Excellent reading, writing, communication and basic math skills

Essential Functions of Position:

- Establish and maintain a safe, clean, and professional environment, ensuring the best possible experience for customers, donors, and volunteers
- Achieve established sales objectives and profit margins through effective pricing, merchandising, procurement, and product availability
- Strategically schedule employees and volunteers based on business needs and customer flow and assign task assignments
- Train and supervise staff and volunteers to perform daily operations
- Use tools and equipment, such as a forklift, pallet jacks, and dollies to move donations.
- Communicate with Store Manager to resolve any issues
- Follow proper procedures for opening, closing, cash management and deposits
- Manage warehouse staff to maintain orderly flow of product from receiving area to the sales floor.
- Manage customer and donor issues and complaints professionally and courteously
- Other duties as assigned

Work Environment:

- This job operates in an open warehouse retail environment. The position is very active and requires frequent standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing. The employee must frequently lift, move and/or load items over 50 pounds with mechanical assistance or a team lift.