



Job Opening for Assistant Manager Trainee (*full-time*)

MISSION STATEMENT

Habitat for Humanity of Miami County, Ohio serves in partnership with God and with people throughout Miami County from all walks of life to work together with God's people in need. We do this by building and repairing homes so that there are decent homes in every community in which people can live and grow.

POSITION REPORTS TO: ReStore Manager

STATUS: non-exempt

PAY RANGE: \$10 - \$12/hr. depending on experience

JOB DESCRIPTION: This person will be trained to assist the ReStore Manager in daily administrative and operational functions of the store:

- 40 hrs./week— (Tues – Saturday)
- opening/closing the store
- provide guidance to volunteers on daily tasks
- operate a cash register and credit card machine
- create merchandise display areas
- lead staff/volunteers in maintaining a clean and organized sales floor
- effectively communicate with all department Leads
- schedule donation pickups
- Monitor cashier drawer balance reports & complete end of day sales reports using Microsoft Excel
- communicate with HFH Donors, Customers and Volunteers by phone, email and in-person
- printing price tickets, signage, in house forms, etc.
- manage supplies inventory and place orders
- work with Volunteer Coordinator to ensure ReStore is properly staffed
- implement solutions to improve operations, customer service and profitability

REQUIREMENTS

- High School Diploma, some college education preferred
- Ability to walk around the store and/or stand on feet for up to 6 hrs./day
- Ability to lift 25 lbs. unassisted and up to 50 lbs. with assistance
- Must have at least 4 years of good work history that includes some retail/sales/customer service experience
- Must have outstanding verbal and written communication skills
- Ability to accept direction and, at times, work under minimal supervision
- Have the ability and confidence to train others
- Computer experience to include: MS Excel, MS Word, Internet, Email

HFHI 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.