

EMPLOYMENT OPPORTUNITY

The Salvation Army
British Columbia

POSITION: Thrift Store Manager

FACILITY: Community Thrift Store

LOCATION: 10116 100 Ave., Fort St. John BC



Giving Hope Today

RESPONSIBILITIES:

- Directs all operations of the store to meet sales targets and control expenses while maintaining customer service standards
- In consultation with local and provincial Employee Relations; Hires, orientates, trains, evaluates, recognizes, disciplines and terminates
- Manages health & safety, labour/employee relations and other related issues at a store level
- Plans store layout to attract customers including window displays and merchandise displays, decides on in-store promotions and keeps abreast of marketing trends by checking competitors stock; ensures attractiveness of the store through 'Tidy Maintenance'
- Determines and maintains appropriate inventory levels based on spot checks of the store and reviewing weekly sales records
- Maintains control of inventory by ensuring store donations are retrieved, sorted, and priced appropriately; protects the store from inventory shrinkage by close visual monitoring
- Ensures in-store safety for staff and customers (doorway snow removal, clear fire exits, no obstacles inside/outside store, cleans spillage and maintains store cleanliness); ensures property (store) is secured at all times
- Establishes and manages in-store budget within guidelines; executes budgetary objectives by attaining sales margins, maintaining staffing cost ratios, and profit objectives as established by the region; may participate in bank deposits
- In consultation with the Executive Director; analyzes store financial statements and strategizes appropriate action to attain financial goals, monitoring the cost of goods (i.e., buying products from warehouse, tracking costs associated with product, etc.)
- Prepares financial and other requested reports to the National and Regional offices (e.g. sales reports, staffing costs, and payroll data)
- Performs other duties as assigned

QUALIFICATIONS:

- Minimum two years of prior retail experience in a supervisory role
- Team oriented & ability to take initiative; Strong service ethic
- Willingness to work with people from diverse socioeconomic and cultural backgrounds
- Clean Criminal Record Check | First Aid
- Computer literate

SALARY/GRADE:

- Full Time | Permanent | 40 hours per week

APPLICATIONS:

Interested applicants are encouraged to submit a cover letter and resume via email, with Thrift Store Manager in the subject line, to Northern Centre of Hope Human Resources:

employeerelations@nchope.ca

Deadline: Until Filled

Mission Statement: The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.