

Employment Position Title: ReStore Rockville Assistant Manager

Department: ReStore

Basic Function: The ReStore Assistant Manager exercises discretion and independent judgment with respect to matters of significance to the management and operation of the HFHMM ReStore, including responsibility for managing ReStore sales floor, including supervision of volunteers, merchandising products, generating sales, and managing the sales floor.

Key Responsibilities:

- Supervise all Sales Associate staff
- Train and supervise volunteers
- Greet and assist customers in a friendly and courteous manner
- Implement a customer service program that reflects positively on ReStore and HFHMM
- Coordinate product needs with Donations and Volunteer Coordinator
- Supervise cash wrap area
- Supervise merchandising of furniture and building materials
- Establish and ensure adherence to the pricing and sales policies and procedures
- Ensure adherence to established safety and security practices and procedures
- Provide ReStore Manager with regular updates of sales activities
- Responsible for opening the store daily
- Reconcile daily sales and the daily close out of all financial transactions
- Other duties as needed

Qualifications:

- Good organizational, planning and supervisory skills
- Knowledge of the quality and value of furniture and building supplies
- Good verbal communications skills
- Good customer service skills
- Ability to work independently
- Ability to work with individuals of diverse races, faiths, income and skill levels
- Ability to work well with volunteers
- Able to work flexible days and hours
- Basic computer skills including Microsoft Word, Excel, Internet and e-mail
- Minimum of High School Education

Benefits: Health Coverage, 401K plan, Paid Time Off

To apply: Please submit cover letter and resume via e-mail to Emmanuelle.M@HabitatMM.org

Due to a high level of response not all applicants will receive notification of their application status.

We do not accept phone calls for open positions!