



An Equal Employment Opportunity Employer

## ReStore Assistant Manager

(Tuesday – Saturday)

Greenfield, Wisconsin

We are a nationally recognized non-profit organization that sells gently used furniture, appliances, building supplies and more, to raise funds for Milwaukee Habitat efforts to build affordable housing in the City of Milwaukee.

Habitat ReStore is searching for a ReStore Assistant Manager who is self-motivated, responsible, and is able ensure a great shopping, volunteer and donor experience. Do you have prior retail or sales experience? Do you strive for excellence in everything you do? If this describes you, read further to see what it takes to be our next **ReStore Assistant Manager**.

### Donation Center

- Oversee work within donation center including: sold, storage, repair, scrap, and dumpster areas.
- Ensure the movement of donations by properly loading/unloading, cleaning and pricing for sales floor.
- Frequently and safely lift and maneuver furniture, appliances, and building material weighing 75 pounds or more.
- Ensure items are placed in the correct department and merchandised appropriately.
- Oversee selection and pricing of collectible items in-store and on-line.
- Assist in increasing our recycling efforts.
- Maintain a clean and organized donation center.

### Sales Floor

- Work on sales floor.
- Help customers with merchandise, problem-solving, and ensuring excellent customer service.
- Oversee display and organization of showroom sales areas.
- Assist in analyzing sales. Review inventory profitability and needs.
- Assist in driving donations, sales and profits of the ReStore to further mission.

### Sold Area

- Monitor sold items and remove past-due items.
- Ensure customers are notified of sold items due for pick-up.

### Volunteer Coordination

- Participate in efforts to attract and retain volunteers.
- Assist with volunteer orientation and appreciation activities.

### Other

- Experience training, managing, leading and developing volunteers and associates in consistent, positive and safety conscious manner
- Ensure all store policies and procedures are followed.
- Assist with the reconciliation of bank deposits and cashiering as needed.

### Knowledge, Skills, Abilities

- Prior retail/resale experience required.
- Experience working with volunteers.
- Strong interpersonal, communication, problem solving and leadership skills.
- Able to adapt quickly to rapid changes and unexpected shifts in priorities.
- Takes initiative, attention to detail, professional demeanor.
- Ability to call on potential donors to increase merchandise in the store.
- Basic computer skills, including spreadsheets, word processing, presentations and email.
- Frequent bending, kneeling, and reaching in awkward or tiring positions; most of the time spent standing or walking.

**Benefits include:** health, dental, vision, life insurance, disability insurance, retirement plan, PTO, paid holidays and more.