

Job Posting: Assistant Manager

Locations: The Habitat ReStore, 10341A – 96 Avenue, Grande Prairie

Habitat for Humanity is seeking an enthusiastic innovator who can motivate staff and volunteers to expand the delivery of outstanding customer service at this store. You will guide an energetic, cohesive team to provide consistent value, and offer a broad assortment of donated merchandise.

If you are excited about working for a charity that provides affordable home ownership opportunities to low-income families, put your heart into making a difference in your community! Come lead and grow our dynamic team.

Introduction

Habitat for Humanity is a charity whose vision is a world where everyone has a safe and decent place to live. Habitat Edmonton empowers families to achieve strength, stability and independence through affordable home ownership in the greater Edmonton area and in communities in northern Alberta. To date, Habitat Edmonton has helped hundreds of families find affordable home ownership. To learn about Habitat Edmonton, visit HFH.org.

The Habitat ReStore is Habitat for Humanity's social enterprise that accepts donations of new and gently-used building materials, furniture, appliances and much more, and sells them to the public. The proceeds help to cover Habitat's fundraising administration costs. This allows donated funds to go directly toward building homes and serving families. The ReStore in Grande Prairie is operated by Habitat for Humanity Edmonton.

Job Summary

Reporting to the ReStore Manager, the Assistant Manager is responsible for all store operations to meet and exceed our customers' needs.

Duties include (but are not limited to):

- Opening and closing of store.
- Customer service.
- Recruitment and training of volunteers to assist staff.
- Fosters relationships with community agencies.
- Supervision and training of staff as directed.
- Daily financial reconciliation.
- Inventory Management (intake, cleaning and or repairing, pricing, merchandising).
- General maintenance and housekeeping of the store and property.
- Represent Habitat for Humanity at events, trade shows, and in the community.
- Maintain and expand the growing social media presence in conjunction with Habitat Edmonton's Communications Officer.
- Schedule pick-up and delivery of donations.

The Assistant Manager will work five of the six days of operation. Hours of operation are 9:00 AM to 5:00 PM Monday to Saturday.

Qualifications

- Possess retail business knowledge.
- Ability to build relationships with customers, donors and volunteers.
- Building product knowledge.

- Be able to lift items up to 50 lbs.
- Be bondable.
- Provide a police record check.
- Must be willing to work on Saturdays.
- Possess a valid Class 5 Operator's (driver's) licence.
- Have valid fork-lift certification (preferred).
- Have good working knowledge of Microsoft Office (Word, Excel, and Outlook).

Advantages:

- Competitive salary.
- 40 hour work week with paid vacation.
- After a successful 3 month probationary review, the employee is entitled to a comprehensive benefit package including health, dental, vision, travel assistance, accidental death & dismemberment insurance, life & critical illness insurance.
- Short-term and long-term disability coverage is provided.
- Employer sponsored RRSP plan.
- Employee Assistance Program.
- Safe, respectful and healthy work environment.

Only those applicant who are selected for interviews will be contacted.

Qualified applicants are asked to email their resume with cover letter to Claudine Hagerty at chagerty@hfh.org.