

JOB DESCRIPTION: ReStore Assistant/ Procurement Manager

Primary Role: Assists ReStore Manager with the daily operation of the ReStore including the tasks listed below. Coordinate merchandise procurement, oversees pick up and intake area and assures quality control while maintaining production, keeping store and safety requirements in mind.

Qualifications: Retail/business or equivalent experience preferred. Must have strong personal and organizational skills, exhibit strong leadership and team building skills, and have effective decision-making ability.

Status: Part Time, up to 30 hrs. per week

Hourly rate: Dependent On Qualifications

Operational:

- Promote and pursue donations, drive sales and profits of the ReStore in order to provide sustainable funding to support Habitat for Humanity of Douglas County's mission.
- Implement strategies to achieve the goals and objectives identified in the affiliate's ReStore Business Plan.
- Establish and maintain relationships with potential and existing donors, including contractors, suppliers, individuals, businesses, community and church groups to increase quality and quantity of merchandise donations.
- Acts as Safety officer to oversee ReStore Emergency Action Plan, Fire Prevention Plan and Safety Data sheet.
- Assist ReStore Manager to establish, implement and review policies and procedures for the safe, secure and high quality performance of all aspects of ReStore activities.
- Oversee the store display, arrangement of items and best utilization of the available display space and use inventory control system to ensure appropriate turnover of merchandise and reduce prices accordingly.
- Assist ReStore Manager in scheduling of all store activities including staff schedules, volunteer schedules, and other special events.
- Ensure that all areas of the store, rest rooms, and warehouse are clean and safe.
- Attend and participate in ReStore-related training opportunities.
- All other duties as assigned by the ReStore Manager.

Personnel:

- Assist with the hiring, orientation, training and development of store staff and volunteers.
- Assist in communicating and enforcing Habitat policies and procedures.
- Supervise staff in absence of ReStore manager.
- Assist in completing and submitting records and reports on workers accurately and on a timely basis.

Finance and Administration:

- Assist to ensure compliance with all financial reporting practices: reconciling of daily sales and the daily closing out of all financial transactions.

Reporting and Communication:

- Assist ReStore Manager in creation of written monthly report of sales activities, expenses, volunteer hours, and outreach efforts to provide a snapshot of the current state of the ReStore.
- Work closely with the ReStore Manager, to coordinate weekly and monthly schedules as well as long-term planning for volunteer needs.

Skills and Personal Characteristics:

- Dedication and ability to articulate the mission and core values of Habitat for Humanity of Douglas County.
- Ability to plan, schedule, prioritize, coordinate, delegate and manage multiple work activities.
- Demonstrated administrative, communication, financial and leadership skills.
- Attention to detail and overall quality control.
- Strong interpersonal skills, dealing well with a variety of people, personalities and backgrounds.
- Excellent written, verbal and public relations skills.
- Physical ability to perform tasks, including lifting up to 75 pounds and standing for long periods at a time.
- Ability to drive box truck and pass a DOT physical.
- Able to provide proof of a clean driving record.
- Experience in supervising and leading employees and volunteers, directing successful teams and accountable for meeting objectives.
- Experience in a retail environment preferred.
- cursory knowledge in building materials is a plus.
- Demonstrated ability in training, managing, leading and developing people.
- Working knowledge in Microsoft Office, including Word, Excel and Outlook.

Reports to: ReStore Manager

How to Apply:

Please submit as one combined document cover letter, resume, salary expectations and references via one of the following methods:

Apply by email to bob@hfhdouglascounty.org

Mail: 1211 N Nokomis NE, Alexandria, MN 56308

Application deadline: April 28, 2019

All candidates must complete and pass a background check prior to employment.

Habitat for Humanity is an Equal Opportunity Employer.