

## **Hope Thrift Boutique Director**

**Manage all aspects of an upward trajectory retail thrift store! This will include staffing, donation processing and pricing, sales floor presentation, and administrative oversight. Continuing to cultivate our Christ centered atmosphere.**

### **Retail Logistics Management:**

- Manage store logistics, inventory, and store performance/goals
- Manage entire donated goods process: donation door to production area to sales floor to preparation for outlet/recycling
- Merchandise sales floor
- Oversee production and pricing of donated merchandise
- Maintain safe and clean store environment
- Experience / knowledge of clothing recycling.

### **Leadership/Supervision:**

- Provide outstanding customer service
- Oversee store management team supervises daily operations
- Requires strong communication skills
- Recruit, hire, train and terminate staff
- Work as a team to meet budget and production goals

### **Administrative Oversight:**

- Ensure adherence to organization's policies and procedures
- Complete required safety assessments
- Oversee store budget, staffing, and goals
- Experience supervising and hiring staff.
- Retail management preferred.

- Computer skills, including email, internet, metrics applications for data entry.
- Operational understanding of POS software.
- Budget management and tracking.
- Leadership, communication, organizational and decision making skills.

### **Physical Requirements**

- Able to lift and carry 20-100 pounds with team lifting or mechanical assistance. Able to stand, stoop, bend, or carry for extended periods.
- Experience operating forklift and baler helpful.
- May be required to work more than 40 hours per week.
- Have reliable transportation, a good driving record, valid driver's license, and proof of personal vehicle insurance.
- Pass background and DMV check.

### **Required Experience**

- 3-5 years of supervisory/management experience, preferably in retail.
- High school diploma or equivalent.
- Valid driver license and good dmv record