



ReStore Manager

Egg Harbor Township

Position Objective:

As a Restore Manager you will work as a team to oversee the completion of all store level tasks. This position requires a detail oriented, sales-driven and focused skill sets. This position is pertinent to Habitat's mission. The Restore Manager position is assigned to the Egg Harbor Township store and reports to the ReStore Director.

Compensation: \$42,500 to \$47,500 a year commensurate upon experience plus bonus, if qualifies

Primary Duties and Responsibilities:

- Proactively develop relationships with business and neighborhood associations to increase awareness of brand, communicating and collaborating with other Habitat departments regarding cross over opportunities
- Overall management of the Store operation
 - Maximize store profits based on budgets
 - Train staff and adhere to the store policies and procedures
 - Maintain a clean, neat, and safe store – safety standards
 - Maintain open communication with Director and store team on essential and critical daily operations
- Manage and lead staff
- Marketing, including:
 - Maintain updated store signage for events as provided by the Director and Marketing Departments
- Implementing and managing financial controls
- Budget management and analysis
- Complete monthly financial summary
- Oversee store inventory, including pricing
- Monitor inventory turnover
- Aid Procurement Manager in procurement activities
- Monitor quality of donations received through drop offs
- Develop relationships with new donors – build relationships in community with community associations and other neighborhood groups
- Assume as manager and support responsibility to enforce safe work



Habitat for Humanity[®]

of Burlington and Mercer Counties

practices by all team members, volunteers, subcontractors and workers at all our locations and events to ensure we meet, if not exceed, OSHA and all HFHBMC safety policies and procedures.

- Ensure that all team members are aware of and operate by the safety policies and procedures for retail environment and transportation activities that look out for the welfare of our customers and donors.

Qualifications:

- Bachelor's degree preferred and minimum of 3 years management related experience, 3 years of customer service related
- Prior work experience required, preferably retail and/or business experience (operations, project management, marketing, finance)
- Computer skills, including MS Word, MS Excel, MS Outlook, and the Internet
- Forklift certified preferred (not required)
- Ability to lead, train, and manage staff and engage volunteers in a positive manner to maintain a highly motivated organizational atmosphere
- Provide customer service oriented decision making in a professional manner
- Working knowledge of POS operating systems

Benefits: Medical insurance, dental insurance, vision insurance, life insurance, Simple IRA with a 3% match, 12 vacation days and 6 sick days.

To Apply:

Please send resume, cover letter, and salary requirements to Yvonne Howard, Human Resources Manager at yhoward@hfhbmc.org

For more information about Habitat for Humanity Burlington and Mercer Counties, visit: www.hbhmc.org