

## Assistant Manager Calgary South ReStore

The Habitat for Humanity ReStore sells new and gently used furniture, appliances, building materials at 40-80% below regular retail prices. Products are donated by households and businesses in the community, and the proceeds from the sale of these products support Habitat for Humanity in Southern Alberta. With revenues exceeding \$4 million annually, the ReStores in Calgary and Medicine Hat address an important community need, support environmental responsibility, and together, make up one of the largest ReStore operations in Canada.

ReStore is looking for people, who want opportunities to develop and grow, take initiative, and work well within a team environment! We are currently looking for a **Full-Time Assistant Manager** to join our Calgary South ReStore

Habitat for Humanity Southern Alberta ReStore's value their employees and provides a comprehensive and competitive benefit program including:

- Benefit Program.
- Sick days.
- (3) weeks paid vacation time (equivalent to weekly hours worked).
- Employee & Family Assistance Program.

### Key Responsibilities:

- Provide leadership to the Calgary South ReStore in the absence of the Manager.
- Oversight of day-to-day store operations.
- Assisting with the opening and closing of store.
- Maintain safe and healthy work environment.
- Assists with monitoring and ensuring that customers and donors receive excellent service and maintain levels of satisfaction. Ensure that staff are respectful and polite with interacting with customers and donors.
- Ensures that store standards for merchandizing and front-end operations are accurate/efficient.
- Oversee the flow of staff to customers and ensure accuracy of sales transactions.
- Assist with the cash opening and closing process as well as deposit preparation and verification. Completes bank deposits.
- Assists the Manager with input on employee performance for reviews, management or recognition.
- Responsible for volunteer integration, scheduling, directing, and training of volunteers ensuring appropriate customer service delivery to all customers.
- Collaborate with the ReStore Manager in the recruitment, training, coaching and performance evaluation of staff.

**Skills/Qualifications:**

- Proven excellent customer service experience and skills.
- Proven communication, interpersonal, conflict resolution and problem-solving skills.
- Previous management/supervisory experience, especially in warehouse environment.
- Excellent data and computer skills.
- Intermediate level Excel spreadsheet skills.
- Able to create reports, analyze data and determine conclusions.
- Excellent organizational, administrative, and time management skills.
- Prioritize effectively and communicate well with others.
- Capacity to work under pressure in a fast-paced environment.
- Ability to adapt to changing needs of the organization.
- Valid Class 5 Alberta Driver's license.
- Knowledge of DIY (do it yourself) building projects and materials.
- Certification in both WHIMIS and First Aid.
- Able to complete Forklift operation training, having an understanding of building materials, basic home renovations and basic understanding of major appliances, would be ideal.

**Physical Requirements:**

- Capable of lifting 50 lbs.
- Ability to spend the majority of the day standing or moving around the warehouse/store.
- Open availability during store hours.
- Operate basic warehouse equipment, including pallet jack, hand trucks and power tools.

**Application Deadline: December 5, 2023**

Please send your Resume and Cover Letter to: [jobs@habitatsouthernab.ca](mailto:jobs@habitatsouthernab.ca)

*The Habitat for Humanity ReStore is an equal opportunity employer. We thank all applicants for your interest in this position. Only those selected for an interview will be contacted. No phone calls or emails please.*