



Full Time Assistant Manager **Mission Thrift Store Charlottetown**

BFM Foundation (Canada) is a national Christian organization with over 50 Mission Thrift Stores across Canada. The net revenue from all Mission Thrift Stores is devoted to Joint Ministry of BFM Foundation (Canada) and Bible League Canada. These funds are used to establish adult literacy programs, provide church planter training, children's ministry programs, and distribute Bibles in many places around the world. The stores are operated primarily by dedicated volunteers.

Mission Thrift Store Charlottetown is currently seeking an Assistant Manager who understands and supports the vision and purpose of BFM Foundation (Canada). The Assistant Manager must have strong relational qualities and be able to train volunteers/staff to effectively operate the Mission Thrift Store. The Assistant Manager must be vibrant, passionate and have an entrepreneurial spirit. They must understand the needs and wants of a thrift store customer and be able to motivate volunteers/staff to deliver exceptional customer service. The Assistant Manager must understand inventory control, pricing, separation of duties, delegation, motivation, marketing, advertising and financial management. A large portion of their work to begin with will be in the production area. They will work with the Store Manager to maximize production and sales floor success by modeling an excellent work ethic and promoting cleanliness in the store. The Assistant Manager will build and maintain relationships with other local charities and community organizations that the Mission Thrift Store partners with.

The Assistant Manager will report to and assist the Store Manager.

ADDITIONAL RESPONSIBILITIES

- Occasionally lead daily devotions, prayer, and Bible reading with volunteers
- Participate proactively and creatively in the store's ongoing fundraising efforts
- Other duties as assigned by Store Manager
- Must be able to work a flexible schedule that includes occasional evenings, and weekends

QUALIFICATIONS

Abilities

The Assistant Manager must have proficient knowledge in the following areas:

- Knowledge of office policies and procedures
- Experience with the non-profits/volunteer organizations
- Knowledge of register operation, including cash, credit cards and register receipts
- Previous experience in a retail store

Skills

The Assistant Manager must demonstrate the following skills:

- Be organized and neat

- Analytical and problem-solving skills; be able to solve problems with good judgment and make decisions independently
- Effective verbal, written and listening communications skills
- Computer skills including the ability to operate Excel, Word, and Email programs
- Time management skills
- Positive, helpful attitude toward customers, including the ability to speak clearly and convey information accurately

Personal Attributes

The Assistant Manager must maintain strict confidentiality in performing his/her duties and must demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Be flexible
- Demonstrate sound work ethics

Experience

- At least 1 year of retail experience
- Experience managing people: engagement, conflict management, crisis intervention, etc. preferred
- Experience working in a not-for-profit organization preferred
- retail warehousing or receiving preferred

Collaboration

- Working within a highly collaborative environment, with a team working toward a common goal.
- May be required to collaborate (with travel) to other stores for training and development or other purposes.

Salary Range/Expectations

- \$49,000-\$54,000 annually, plus benefits
- Remuneration will be commensurate with experience and that fall within the salary range for this position. You may include your salary expectations. Only those considered for interviews will be contacted.

If you feel you have the passion and skill set that would help to advance the purpose of Mission Thrift Store Charlottetown, we look forward to hearing from you! **Please submit your resume with subject line “Charlottetown Assistant Manager” by August 2nd, 2024 by email to charlottetown@missionthriftstore.com**

*Full Job Description available upon request

BFM (Charlottetown) Enterprises Society welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.