



## **Job Posting**

### **Full Time Operations Assistant Manager at Mission Thrift Store Langley**

BFM Foundation (Canada) is a national 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, distribute Bibles and more in many places around the world. The stores are operated primarily by dedicated volunteers.

Mission Thrift Store Langley is currently seeking a full-time Operations Assistant Manager who understands and supports the vision and purpose of BFM Foundation (Canada). The ideal candidate will have strong relational qualities, who can train and lead volunteers to effectively operate the store. The Operations Assistant Manager needs to be vibrant, passionate about the causes we support and have an entrepreneurial spirit. The right candidate must understand the needs and wants of a thrift store customer and deliver exceptional customer service, understand inventory control, pricing, health and safety regulations, delegating, and motivating plus marketing and financial management.

## **Qualifications**

### *Knowledge, Skills and Abilities*

- Understand retail sales, leadership and management principles as they relate to non-profit/volunteer organizations;
- Understand all federal and provincial legislation applicable to volunteer organizations including, employment standards, human rights, occupational health and safety, charities etc.;
- Basic knowledge of human resources management;
- Proficiency in the use of Microsoft Word, Excel and PowerPoint and email management would be an asset.
- Effective verbal and written communication
- Lifting and moving furniture, boxes and other heavy items

*Experience:* Management experience in a retail setting; experience with non-profit/ voluntary sector would be considered an asset.

*Working Conditions:* The Operations Assistant Manager will be working in a retail / office / warehouse environment, and would be responsible for the thrift store operation, which includes assigning and monitoring a team of volunteers. The Operations Assistant Manager will be required to work 4 weekdays, Saturdays, and will report to the Store General Manager.

*Salary Expectations:* Remuneration will be commensurate with experience. Starting wage \$23-25/hr. Benefits available after 3 months.

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 Langley, we look forward to hearing from you! Please submit your resume and statement of faith by July 27, 2024, by email to [langley@missionthriftstore.com](mailto:langley@missionthriftstore.com).

*\*Full Job Description available upon request*