



Retail Assistant (Houseware/Vintage)

Mission Thrift Store St Thomas | BFM (St Thomas) Enterprises Society

Job Posting

Attention retail professionals and thrift enthusiasts! We're seeking a visionary Store Manager to take the reins of our bustling retail operation, where every dollar earned fuels our mission providing Scriptures and Biblical training worldwide. If you're a retail enthusiast with a passion for driving impact, innovation, and excellence, seize this opportunity!

REPORTING STRUCTURE, WORK SETTING & COMPENSATION

Reports To: Store Manager

Work Setting: Retail environment. Involves lifting, bending, twisting and standing for long periods of time.

Hours of Work: Full Time, Monday to Friday, 8:00 AM – 4:00 PM

Salary Range: \$16.55 per hour

PURPOSE OF THE POSITION

The Retail Assistant will report to and assist the department lead and Store Manager.

PRIMARY RESPONSIBILITIES

Primary Activities:

- ➔ Sort incoming donations
- ➔ Assist with store opening and closing procedures
- ➔ Pricing (including change tags / ribbon and general troubleshooting of machines)
- ➔ Stocking various departments
- ➔ Cleaning/tidying, organizing
- ➔ Assisting customers
- ➔ Operating cash register
- ➔ Assisting manager as directed
- ➔ Assist with daily cash out procedures

SKILLS AND ABILITIES

The Retail Assistant must demonstrate the following skills and abilities:

- ➔ Strong interpersonal skills, ability to multi-task, work in a fast-paced environment with grace and good humor. Have good conflict resolution skills, be organized and neat. Be able to solve problems with good judgment and make decisions independently
- ➔ Analytical and problem-solving skills
- ➔ Effective verbal and listening communication skills
- ➔ Effective written communication skills
- ➔ Computer skills including the ability to operate Point of Sales systems and pricing computers
- ➔ Time management skills
- ➔ Ability to be on your feet for extended periods.
- ➔ Ability to lift, bend and stand.
- ➔ Strong prioritizing abilities

Personal Attributes

The Retail Assistant must maintain strict confidentiality in performing his/her duties. The Retail Assistant must also demonstrate the following personal attributes:

- ➔ be honest and trustworthy
- ➔ be respectful
- ➔ be flexible
- ➔ demonstrate sound work ethics

APPLY TODAY!

We look forward to hearing from you! **Please submit your cover letter and resume by August 6, 2024 to st_thomas@missionthriftstore.com.** We are sincerely grateful for all applications submitted for this opportunity. We will contact you if you are selected for the next stage in the application process. Mission Thrift Store welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in the interview process.
