

Society of St. Vincent de Paul, St. Therese Conference, Inc.
8617 Teal Street.
Juneau, AK 99801

Job Description: Assistant Store Manager

Job Summary: Responsible under the store manager for leading and managing a retail thrift store ensuring all operations are consistent with St. Vincent de Paul Society policies.

Essential Job Functions:

- Provide customer service by greeting customers, responding to customer inquiries and managing complaints
- Accept, process, examine, price, and direct donations
- Monitor store inventory to maintain appropriate store inventory levels
- Supervise, direct, and mentor thrift store workers/volunteers
- Coordinate pricing, merchandising and sale of products; develop store displays
- Assist as needed with cleaning and organizing shelves and merchandise sales
- Perform basic accounting and cash handling procedures

Supervisory Responsibilities:

- Assist in supervision of all Thrift Store workers and volunteers
- Supervise operations of the Thrift Store in absence of the manager
- Close the Thrift Store and complete necessary paperwork

Minimum Job Qualifications:

- Two years business management experience
- High School Graduate

Other Competencies:

- Solid Knowledge of retail operations
- Ability to multi-task
- Ability to assess situations and jump into different job roles, all while providing good customer service