

Job Description



Job Title: Assistant Manager

Responsible to: Shop Manager/Retail Area Manager

Main purpose of job: To contribute to a wonderful local charity. To do this the Assistant Manager will run and support the shop with support and direction from the shop manager. They will promote the charity and drive sales to raise funds.

Hours: The position will be 15 hours over 2 days a week to include Saturday's as part of a rota. The hours of work will be 08.45 - 17:15pm inclusive with a 60 minute lunch break. The pay is £8.91 per hour.

Key tasks:

1. Ensure the shop is trading during normal opening hours, holding keys for the shop/s as necessary. To drive sales and meet targets for the charity.
2. Ensure that correct opening and closing procedures are followed.
3. To cash up at the end of each trading day and if required, report weekly figures to the Retail area manager at end of week. To provide time sheet and trading sheet to support this.
4. To ensure the daily banking procedures for the shop are followed. To manage cash safely and honestly for the charity.
5. Processing of incoming stock and stock generation onto the sales floor. To drive targets for stock out onto sales floor for each day.
6. To manage and induct volunteers and encourage new volunteers into the charity as a whole.
7. Allocating jobs for volunteers and monitoring their progress. Creating a positive team experience.
8. Ensure all work is completed with due regard to Health and Safety at Work guidelines and MGAR's policies and procedures as outlined in the Staff Handbook and employment contract. Carry out any duties to support this.

Person Specification:

We are looking for an individual who is highly self-motivated, positive and resilient with proven success within a retail environment.

As our Assistant Shop Manager you will have the following attributes:

- A strong communicator with excellent organisational and customer service skills
- The ability to build and maintain positive working relationships with a variety of people
- Brand awareness, a passion for sales and a keen eye on our retail competitor activities
- Knowledge of second hand stock / furniture and its value
- A flair for visual merchandising
- Cash handling experience
- Volunteer recruitment skills
- Fundraising experience
- Able to work well on own initiative
- Managing and motivating a team
- Ability to uphold Charity values within the charity
- Target awareness to achieve financial goals and reporting to management
- Experience in retail is essential and within a non - profit organisation is desirable.

Benefits

- Competitive salary
- Contributory pension scheme, pro rata
- Paid holiday
- Training and ongoing support from the shop Manager
- Role development within the charity.
- Supporting a wonderful local charity.
- Contributing to helping to fund the support of rescue animals by the profit made in the shops.