

Immediate Position Available

Job Title: Assistant Manager	Non-Exempt (40 hours/week)
	Exempt

Reports to: Store Manager

Hours: 40 hours/week

Locations: Evendale Store; 9864 Reading Rd Cincinnati, OH 45241

Colerain Store; 8269 Colerain Ave Cincinnati, OH 45239 Mason Store; 1065 Reading Rd Mason, OH 45040 Milford Store; 813 Main Street Cincinnati, OH 45150

Scope of Position: Assistant managers assist the store manager in day-to-day operations, coordinating retail store operations, and opening and closing procedures. They assume manager's responsibilities in the manager's absence by ensuring store schedules and objectives are met by employees while adhering to company policies and procedures.

Job Responsibilities:

- Assist the Store Manager in planning and implementing day-to-day strategies.
- Coordinate daily customer service operations (e.g. pricing merchandise, processing sales)
- Supervise and motivate staff to perform their best.
- Handle complaints from customers.
- Ensure all employees adhere to company's policies and procedures.
- Act as the company's representative and set an example for store staff.

Requirements and skills:

- Proven experience as an Assistant Manager or similar position.
- Familiarity with customer service principles.
- Leadership and organizational abilities.
- Interpersonal and communication skills.
- Problem solving attitude and ability to multi-task.
- Basic computer skills including the use of Microsoft Office.
- Flexibility to work evenings and weekends.

Physical Requirements: Job duties require constant motion; walking, standing, bending, and occasional lifting. Occasionally working outside with donations and donors, sometimes in inclement weather.

Applicants should send resume to jmcfarland@svdpcincinnati.org