

EMPLOYMENT OPPORTUNITY

The Salvation Army
Campbell River

INTERNAL & EXTERNAL

POSITION: Thrift Store Assistant Supervisor (Full-Time) 35 hours per week. Tuesday to Saturday

FACILITY: New Beginnings Thrift Store# 201-2266 South Island Hwy, Campbell River BC



Giving Hope Today

RESPONSIBILITIES:

(1) MAIN JOB DUTIES

Assists the Store Manager with directing all operations of the store to meet sales targets and control expenses while maintaining excellent customer service standards. Monitors loss prevention program in compliance with the budget. Oversees and/or participates in facility management. Participates in planning the store layout to attract customers and ensures attractiveness of store through "Tidy Maintenance." Performs other related duties as assigned.

(2) ADMINISTRATION

Takes responsibility for the accurate completions of all customer transactions. Ensures nightly sales are deposited into the appropriate financial institution. Open and lock up sales cash store. Track. Input and send daily/ weekly sales totals to Manager. Monitors performance, Health & Safety, and employee/labor relations and provides feedback to Store Manager. May be asked to work at the main thrift store in an Assistant Supervisor capacity if needed and supervises other employees and volunteers. May supervise volunteers at New Beginnings.

(3) HEALTH & SAFETY

Complies with all safety procedures. Takes responsibility for safety by ensuring overall compliance with all safety procedures and by monitoring Health & Safety policies and procedures. Complies with in/outdoor tidy maintenance guidelines.

(4) COMMUNICATION

Ensure that good relations are maintained with suppliers, donors, other community agencies, and with other Salvation Army programs and services. Treats all employees and customers with respect and dignity at all times.

QUALIFICATIONS:

A helpful, courteous, cheerful attitude is essential. A love of fashion and good customer service vital. The position involves relating with the public and some heavy lifting. The successful candidate must have completed high school. Cashier training as asset. WHMIS and First AID required. Minimum 2 years' experience working in a retail environment is required. This position involves working alone at the location.

TERMS: Full-Time 35 hrs. /week (Tuesday to Saturday 10 am to 5 pm)

Interested applicants must respond in writing by: June 8, 2018

Please send resume and cover letter to:

Patricia Roed

291 McLean St., Campbell River, BC V9W 2M4

Fax: 250-287-3729

Or email to: BC_CR_OC_HR@can.salvationarmy.org

We thank all applicants, however, only those candidates to be interviewed will be contacted.

PLEASE NO PHONE CALLS

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.