

**Society of St. Vincent de Paul Georgia, Inc.**

**POSITION:** Thrift Store Assistant Manager  
**REPORTS TO:** Thrift Store Manager  
**DEPARTMENT:** Operations  
**STATUS:** Full time/Exempt



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Respecting the dignity of each person, St. Vincent de Paul Georgia (SVDP) brings hope and help to those in need so they may achieve stability and move toward self-sufficiency. The focus is on preventing homelessness, fighting hunger, and changing lives. Programs include housing, utility assistance, food recovery and distribution, jobs assistance, transportation, and prescription fulfillment through an onsite pharmacy. Services are provided through the headquarters' (Council) facility, 73 Conferences (parish-based chapters) and 11 Thrift Stores.

**POSITION SUMMARY**

Reporting to the Thrift Store Manager, the Assistant Manager is responsible for assisting the Store Manager in generating revenue in support of St. Vincent de Paul's mission and programs by managing the day-to-day operations of a non-profit thrift store. In the absence of the Store Manager and at their direction, the Assistant Manager will manage paid staff and volunteers and oversee sales, donations of merchandise and internal fiscal controls.

**Job Responsibilities:**

- Direct and monitor store operations to drive revenue growth and ensure monthly sales, payroll and revenue budgets are met.
- Provide direction to paid staff and volunteers; sets priorities, determines schedules and assigning duties to ensure efficient store operations in absence of the Store Manager, or at their direction
- Oversee assessment of incoming merchandise and develop an effective pricing and rotational strategy that maximizes the sale of goods and enhances revenue.
- Ensure cash handling, credit card and voucher transactions are handled to standard;
- Assess quality of merchandise and merchandise rotation, replenishment, cash handling procedures, cleanliness, pricing and overall maintenance.
- Fiscal management of Thrift Store operations including daily sales tracking, bank deposits, and compilation of regular income reports to conference treasurer.
- Curate displays to showcase products with an eye to special occasions, events, holidays, and season.

- Provide excellent customer service and lead staff and volunteers to do the same
- Handle customer complaints / issues in a courteous, timely manner

**Qualifications:**

- High school diploma or equivalent; some college preferred
- Previous retail management experience preferred
- Basic computer and software skills, especially Microsoft Office Suite.
- Strong team based orientation
- Must have knowledge of accounting with solid mathematical skills to maintain accurate records and reports pertinent to store operations
- Strong interpersonal skills, effective communication and proven leadership ability a must
- Excellent organizational skills and ability to manage multiple demands and priorities.
- Must be able to lift up to 50 pounds and/or move up to 50 or more pounds.  
Must be able to sit, stand, walk for an eight (8) hour period.
- Experience with “point of sale,” computerized sales and inventory systems a plus.

**Compensation:**

Competitive salary commensurate with experience and background plus benefits, including health insurance and 401K retirement plan, 401K match, STD, LTD, Life Insurance, FSA.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may perform other related duties as may be required.

Learn more about St. Vincent de Paul Georgia at [www.svdpgorgia.org](http://www.svdpgorgia.org)