



## JOB OPENING

**Title: Resale Shop Associate**

**Location:** Bellaire Resale Shop (5236 Cedar St, Bellaire)

We are seeking a Customer Service-focused, friendly **Resale Shop Associate** at our Bellaire location. Funds raised through Resale Shop support the programs offered by the Society including our Food Network and Clothing and Voucher Ministries. A successful candidate will like thrifting, merchandising and helping customers find the perfect bargain that will support our mission.

The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is a grassroots, volunteer-based, direct-aid organization that brings together men and women to grow in their spirituality through service of others. We have been serving the Greater Houston area since 1871. We are part of a national organization and linked by the common mission of the Society of St. Vincent de Paul.

### Essential Duties & Responsibilities:

- Creates a warm, friendly and helpful store atmosphere to satisfy the needs of customers and clients.
- Works with the store manager and staff to support the daily operations of the retail store and increase sales revenue. Operates the POS (Point of Sale) system and register and enters data into Client Management System.
- Sorts, prices and presents merchandise/clothing.
- Maintains the cleanliness and overall appearance of the store.
- Assists customers with loading and unloading donations and sales into and out of vehicles, including furniture.
- Moves/rearranges furniture in the store to optimize space usage and customer shopping experience.
- Must be able and willing to cross train in other all area as this is a major tenant of our program.

### Qualifications:

- High school diploma or general education degree (GED)
- Intermediate personal computer skills and experience with electronic POS systems
- One to two years related experience and/or training preferred
- Ability to work a 5 day schedule Monday-Saturday and overtime hours as required.

### Interested Applicants:

- Submit your application by clicking the link to our posting: <https://j.brt.mv/ATS/jb.do?reqGK=27353790>
- OR
- Email: [careers@svdphouston.org](mailto:careers@svdphouston.org) for the link to be sent to you electronically