



Society of St. Vincent de Paul

Archdiocese of Galveston-Houston

JOB OPENING

Title: Resale Shop Manager

Location: Bellaire - Resale Shop (5236 Cedar, Bellaire, TX 77401)

We are seeking a bilingual, customer service oriented, Resale Shop Manager for our store in Bellaire, Texas. A successful candidate will have two plus years retail management experience. The Resale Shop Manager - is responsible for the daily operations of the thrift store location including, generating and processing sales, training and supervising employees and volunteers, providing outstanding customer service, merchandising, receiving, and processing donations, processing clothing vouchers, running, and analyzing sales reports, reporting on sales, and maintaining the store so that it is clean and appealing.

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 Responsibilities:

- Support the Director of Programs and other managerial staff to develop and implement strategies to sell store product/donated goods through optimal pricing strategies
- Provide daily management direction to all employees and volunteers in the store including but not limited to scheduling, training, timekeeping, sales reports, volunteer, and community service reports/timesheets
- Monitors the receiving and pricing of merchandise to ensure all merchandise is properly accounted for, and that merchandise is properly priced, ticketed and displayed.
- Manage efficiency and economic viability of resale store, ensuring customer, employee, and volunteer satisfaction
- Oversee use of POS system (Secure Retail), including daily reporting, preparing the bank deposit, and taking it to the bank, verifying cash and credit card sales to the z-report, reporting corresponding overages/shortages, settling the credit card sales, and leaving an accurate and appropriate starting cash drawer for the next day
- Effectively staff Bellaire store with employees and volunteers, demonstrating solid leadership skills and promoting good morale
- Make regular tours of the sales floor, talking to colleagues and customers, identifying urgent issues, and solving them
- Develop a cohesive resale team, supporting staff through coaching, counseling, disciplining, planning, monitoring, and appraising job results
- Manage and motivate the team to increase sales, ensure efficiency, and adherence to workplace standards and procedures

Qualifications:

- High school diploma or general education degree (GED)

- Bachelor's degree (B. A.) from four-year college or university preferred
- Two to five years related experience and/or training in retail management preferred
- Bilingual (English and Spanish) preferred
- Must have excellent customer service skills and the ability to multitask in a fast-paced environment
- Must be punctual, organized, and self-motivated, with the ability to easily adapt to changing needs

Interested Applicants:

- Submit your application today.
<https://jobapply.page.link/ErGTn>