



## JOB OPENING

**Title: Part-Time Store Operations Associate**

**Location:** Bellaire – (5236 Cedar St., Bellaire, TX 77401)

We are seeking an energetic, collaborative Store Operations Associate. A successful candidate will have six months to one year of related experience, one year of specific retail experience is preferred, and will be familiar with the 5 S's and Six Sigma. The Store Operations Associate is responsible for creating a warm, friendly, and helpful store atmosphere to satisfy the needs of customers and clients and working with the Store Manager and Staff to support the daily operations of the retail store and increase sales revenue.

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:

- Work with store team to cover all areas of location
- Accurately complete production sheets
- Reach daily production and store goals
- Work with the Store Manager and Staff to support the daily operations of the retail store and increase sales revenue.
- Operate the POS (point of sale) system, including register and credit card machine as assigned.
- Sort, price, and present merchandise/clothing as directed by the Store Manager.
- Maintain the cleanliness and overall appearance of the store.
- Assist customers with purchases and friends and neighbors with vouchers.
- Perform culling and ticketing of donated merchandise/clothing according to set procedures and guidelines.

### Qualifications:

- High school diploma or general education degree (GED)
- Six months to one year related experience and/or training, one year specific retail experience preferred
- Familiarity with 5S's and Six Six Sigma preferred
- Bilingual (English and Spanish) preferred
- Basic personal computer skills including electronic mail, word processing, spreadsheet, graphics, etc.
- Microsoft Excel required; POS (Light Speed), Client Management Database (Apricot) preferred

**Interested Applicants:**

- Submit your application by clicking the link to our posting:
  - <https://jobapply.page.link/Tb4HT>

OR

- Review our openings <https://www.svdphouston.org/careers>