

Assistant Manager

Duties:

- Manage Merchandising for Labouré Exchange i.e. mannequin displays, window/store displays. Design seasonal displays.
- Assist Director of Store Operations with the development of strategic plan for Labouré Exchange
- Assist Director of Store Operations in the implementation of store strategic plan.
- Assist Director of Store Operations in the preparation of Board Reports
- Present at board meetings and other public events as necessary
- Price items for sale
- Sort donation & stock sales floor.
- Direct and assist donors and store volunteers.
- Separate and organize items for remains and recycling
- Pack and arrange holiday and offseason items
- Rotate merchandise
- Answer customer inquiries: in person, online line and over the phone
- Process sales
- Serve voucher recipients and process transactions.
- Greet and aid all visitors to Labouré Exchange
- Support Director of Store Operations in marketing and promotion, including but not limited to designing flyers, sale ads, online sales, modeling, email communications.
- Ensure items Social Media accounts are kept active daily including but not limited to tee of the day posts, outfits, new merchandise, live sales, selfies/modeling, store recognition, etc.
- Provide coaching and direction to Store Associates and volunteers in line with the organizational and operational objectives.
- Document all coaching interactions within Google Drive and provide proper documentation Director of Store Operations review.
- Provide feedback on employee performance to the Director of Store Operations for use in annual performance reviews.
- Assist the Director of Store Operation in the Development of annual budget.
- Assist in the recruiting process for open positions in Labouré Exchange.
- Make bank deposits
- Assist training store as directed by the Director of Store Operations.
- Assign work to be completed as needed as directed by the Director of Store Operations.
- Oversee light housekeeping duties of store associates. Assist in the cleaning process.
- Input daily sales into appropriate record keeping systems (Google Drive &
- All other duties as assigned.

Minimum Requirements:

- High school diploma/ GED
- 5 years of customer service experience
- 5 years of retail experience
- 2 years of management experience preferred but not required
- Basic Computer skills
- Data entry skills
- Ability to operate a copier/printer
- Basic knowledge of social media platforms
- Good verbal communication skills
- Basic math skills
- Experience in handling cash/credit card transactions
- Problem-solving
- Enthusiasm to collaborate as a team
- Willingness to follow directions
- Good listening skills
- Effective organizational abilities
- Time management skills
- Previous customer service experience
- Good fashion knowledge
- Must be able to stand for eight hours and lift up to 50 pounds from the floor to countertop level occasionally.

About:

Labouré Exchange Thrift Store is a part of Vincentian Marian Youth SEMO. Vincentian Marian Youth - SEMO is a 501c(3) non-profit organization dedicated to helping teens in Southeast Missouri grow in their Catholic faith through formation and service programs.