

Operations Lead – ReStyle

Job Title: Operations Lead, Peterborough
Reports To: Chief Executive Officer
Status: Full-Time, 4 Month Contract, (strong possibility of position leading to permanent full-time)
Salary: \$17.00-\$21.00/hour – depending on experience

“BUILD” your future with us!

If you love customer service, have great sales, management, and communication skills and are looking to make an impact, then keep reading!

Habitat for Humanity Peterborough & Kawartha Region is seeking a friendly and energetic individual to lead our retail team at our new pop-up store called ReStyle! Reporting to the CEO, the Operations Lead will manage and support all operations of our new pop-up store.

This is a great opportunity to be part of a great cause. No two days are the same, so if you are looking for a fast paced and constantly changing role, then Habitat is the place for you!

MAIN DUTIES & RESPONSIBILITIES

- Manage, train and lead by example all ReStyle staff and volunteers.
- Responsible for inventory control including ordering, receiving and returns.
- Responsible for all visual merchandising within the store.
- Sales lead – creation of daily goals and acts as a main Customer Service Manager.
- Creates schedules and deals with all other operational administrative tasks.
- Any other tasks deemed by Chief Executive Officer.

QUALIFICATIONS

- One to three years experience in a similar role.
- Passion for clothing and thrift retailing!
- Excellent interpersonal, communication, and presentation skills, both written and oral, which transcend diverse audiences.
- Strong self-motivation and the ability to work as a team member and leader.
- Excellent organization skills with an ability to prioritize and manage multiple tasks and a variety of demands.
- Ability to work flexible hours (some weekends and evening hours are required).
- Computer skills and software knowledge.

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EMPLOYMENT REQUIREMENTS

- Clear Police Records Check.
- Successful completion of Emergency First Aid training as required and provided by Habitat.
- Successful completion of other training as required and provided by Habitat.
- Ability to perform heavy lifting occasionally.

APPLY TODAY!

Please send resumes to hr@habitatpkr.ca with the position title and location in the subject line. Please include why you would like to work for Habitat for Humanity Peterborough & Kawartha Region. This position will remain open until filled.

We thank all applicants for their interest in Habitat for Humanity Peterborough & Kawartha Region, however, only those selected for an interview will be contacted.