



**Store Assistant Manager** needed at the Habitat Home Center on Meadow Leaf (off Marbach Rd) in San Antonio, Texas. This position is well suited for a bright, energetic, person who is detail oriented, work focused, and self motivated. This position will work directly with the Store Manager to oversee all areas of customer service and store operations including:

- Personnel management including hiring, scheduling, training, and evaluation.
- Oversight of shipping and receiving of freight.
- Supervise and assist with inventory control.
- Implement and oversee safety procedures
- Maintain numerous operational forms and records.
- Oversight of maintenance and upkeep of a 25,000+- square foot facility.
- Cultivate new and existing product donors.
- Other duties as assigned.

Qualifications include:

- Retail store or warehouse management experience.
- Cash Register experience.
- Proficiency in Microsoft Word, Excel, and Outlook.
- Ability to work 10 hour days on their feet.
- Ability to lift and carry 35 to 50 pounds.
- Knowledge of home improvement products preferred.
- Bilingual in Spanish preferred.

This is a full time position with great benefits including employer paid health, life, and disability insurance; employer matching retirement plan; a fabulous holiday schedule; and paid vacation and sick leave. Assistant Store Managers generally work a four day week which includes Saturdays. No Sunday or night hours! EOE. Interested candidates should fax resume with salary history to 210-223-5536 Attn: AMEVP, or email to [jobs@habitatsa.org](mailto:jobs@habitatsa.org) and list AMEVP in the subject line.