

Habitat for Humanity® of San Antonio

JOB DESCRIPTION

Job title: Retail Operations Assistant
Dept: Retail/ Home Centers
Supervisor: VP of Sales and Facilities
FSLA Status:

Qualifications:

- Strong organizational skills: high attention to detail and ability to multi-task.
- Must have at least two years of experience in retail management or operations.
- Prefer experience or competence in inventory control, process mapping, process improvement, merchandising, customer service, personnel management, safety management, marketing, social media platforms.
- Strong abilities in MS Office products are required, experience with POS systems management and basic flyer/sign design are preferred.
- Ability and comfort in representing the organization with donors and other organizations
- Must have and maintain a valid Texas driver's license and maintain a good driving record in compliance with Habitat's fleet policy requirements. Must also pass a background check.
- Knowledge of home improvement products preferred.

Abilities Required:

- Must be able to lift and carry up to 50 lbs. and be able to stand for long periods of time
- Much of the work is performed while standing and/or walking.
- Requires the ability to lift, carry, push or pull medium weights up to 50 lbs.
- Requires some bending, squatting, twisting, climbing, reaching, and sitting.
- Requires the use of hands for grasping and fine manipulations.
- Requires activities involving being around moving machinery, exposure to dust, and fumes from warehouse equipment and vehicles.
- Must be able to read and understand information and ideas presented in writing.
- Requires accurate mathematical calculation abilities (add, subtract, multiply, & divide).

Responsibilities:

- Assists the VPSF in operational needs of the organization including but not limited to the following.
- Create and support training initiatives, and provide supporting materials to retail staff. (Includes customer service, best practices, product trainings and other skills.)
- Monitor the POS performance and develop reports to measure performance.
- Assists managers in all inventory control and POS system maintenance.
- Oversight of shipping and receiving process and documentation.
- Assist in the cultivation of new and existing donors.
- Assist in the implementation and oversight of safety procedures and participate in identifying solutions.
- Occasionally travel to trade meetings and vendors for training.
- Assist in the management of facility repairs and communicate with vendors.
- Many other duties as assigned