



Position Title: MCPAWS Thrift Store Assistant Manager

Full-time position
Weekends required.

Purpose of Position

This position requires an energetic and self-motivated person to assist the manager in the store's daily operations. This position works directly with the General Manager to ensure excellent store performance and have the ability to direct and support staff and volunteers to ensure a safe, efficient, and profitable operation when the manager is not on duty. The Assistant Manager must be able to perform any and all duties of the manager when the manager is absent.

Job Requirements

- Represent the mission of MCPAWS Regional Animal Shelter and Thrift Store with *excellent* customer service skills at all times.
- Work closely and effectively with the General Manager, including, but not limited to, maintaining a working knowledge of day to day operations and budgets, adoptions and care of shelter cats housed at the Thrift Store, addressing common problems and issues with creativity and positivity, contribute toward the evolution of the store, and help execute projects and/or promotions.
- Strong leadership and communication skills; ensure that staff and volunteers have the tools and guidance they need to do their best. Must be able to deal with unexpected challenges and handle issues respectfully and professionally.
- Prior retail experience, including, but not limited to, properly pricing and cleaning donated items, display and marketing knowledge to properly promote retail items, and ensure the overall cleanliness and orderliness of the store, including the donation sorting area.
- Basic accounting and arithmetic knowledge required. Intermediate computer skills and a willingness to learn basic procedures in specific programs such as Quickbooks Online and PetPoint.
- Scheduling and executing donation pick-ups and drop-offs. Must have valid driver's license.
- This work can be physical. Must be able to lift 50lbs and stand for long periods of time.