

'BUILD' your Future with Habitat for Humanity GTA

Assistant Manager, Scarborough ReStore

Reports To	Manager, ReStore
Division	Restore
Location	Scarborough, ON
Date	September 2019

Habitat for Humanity Greater Toronto Area (Habitat GTA) is a nonprofit housing organization that mobilizes volunteers and communities to help working, lower income families build strength, stability, and self-reliance through affordable homeownership. With the help of volunteers, donors, and community partners; we have built more than 360 homes for families, including over 1,300 children in need of safe, decent, and affordable housing. In support of our homebuilding, Habitat GTA operates retail home improvement stores called Habitat ReStore. Our 12 locations across the GTA collect donations of home furnishings, appliances, and renovation materials; and sell them to the public at a fraction of the original price.

What we offer...

- A meaningful opportunity to make a difference in your local community and in the lives of families
- Comprehensive health and dental benefits
- RRSP eligibility
- Flexible work arrangements
- Internal job mobility and developmental opportunities
- Wellness initiatives including EAP and corporate gym membership rate with Goodlife Fitness

If you love working with people, have amazing customer service and are looking to make an impact, then keep reading!

Habitat for Humanity GTA is seeking a friendly and energetic individual to join our team at our Scarborough ReStore. Reporting to the Manager, ReStore, the Scarborough ReStore Assistant Manager will assist with the daily operations of the retail store. This includes accepting donations of gently used furniture, appliances, overstocked, seconds, used, discontinued items and salvageable building materials donated by manufacturers, stores, contractors and individuals. This individual assists in organizing and delegating volunteers for tasks and ensures a positive ReStore experience for all.



Your Impact

- Recording daily, SHE (safety, health and environment) inspections and ensuring a safe environment is maintained at all times
- Training and supervision of ReStore associates and volunteers
- Daily cash and sales reconciliation
- Determining suitability of donations
- Appraising, pricing and recording of GIK values
- Store Merchandising in a dynamic store with inventory that is always different
- Complaint resolution
- Ensure all donations are valued correctly and priced
- Up holding all Habitat for Humanity policies and procedures
- Maintaining good consistent store standards and conditions
- Develop and maintain local community involvement through events and participation
- Act as an ambassador for Habitat for Humanity
- Willingness to work flexible hours as required

What You Bring

- Post-secondary degree or diploma
- 2-5+ years of Management experience
- 2-5+ years of Retail experience
- Physical ability to lift 50 lbs
- Proactive individual with excellent verbal and written communication skills
- Able to work under pressure
- Computer excel, word and outlook proficiency
- Experience using a variety of social media tools (Twitter, Facebook, YouTube, etc.) and an understanding of best practices for their use
- Fluency in English essential
- Organized individual with time management and prioritizing skills
- Confident, proactive individual who can work well individually or as part of a team

Assets (though not required)

- Understanding of volunteer engagement
- Knowledge of renovation and building materials

Employment Requirements

- CSA approved safety footwear, to be worn at all times
- Successful completion of Emergency First Aid and/or CPR training as required and provided by Habitat GTA
- Successful completion of other training as required and provided by Habitat GTA
- Ability to perform heavy lifting on a regular basis



Your Application

If you are ready to make a change in your local community and become a part of our team at Habitat for Humanity GTA, then submit your resume and cover letter towards the position. Please state your salary expectations in your cover letter.

All applications must be submitted by September 15, 2019 to hr@habitatgta.ca with the position title in the subject line.

Your Future at Habitat for Humanity GTA Awaits...

Applicants must be eligible to work in Canada throughout the duration of their employment with Habitat for Humanity GTA. Proof of eligibility will be required.

Habitat for Humanity GTA is committed to creating a diverse environment and is proud to be an equal opportunity employer.

Habitat for Humanity GTA is committed to ensuring a barrier-free, accessible and inclusive work environment. We welcome and encourage applications from people with disabilities. Upon individual request, we will endeavor to remove barriers to the hiring process to accommodate candidates with disabilities, providing the applicant has met the bona-fide requirements of the employment position. Please inform us should accommodation be required at any point during the recruitment and selection process.

As part of our selection process, the successful candidate must receive clearance by a police background check.

Internal candidates with the required skill-set are encouraged to apply.

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

