

Unique Boutique Assistant Manager

Greener Village is a charitable organization that has been caring for our Fredericton area community for over three decades. Greener Village increases food security in the Fredericton and surrounding area through its inclusive programmes and services. Our Vision is to provide access to high-quality foods and other products in a setting that promotes dignity, choice and self-esteem. Servicing the Greater Fredericton Area, we provide food relief to approximately 1,300 families a month, approximately 4,000 people. We are committed to providing outstanding services to every person who visits our centre.

Position Purpose

The Unique Boutique store serves low-income clients and public customers. Unique Boutique Assistant Manager has been created to help increase the Clothing Boutique's sales. The Assistant Manager will work closely with the **Clothing Boutique Manager** and have the necessary experience and skills to take responsibility for daily store operations, including opening and closing the Unique Boutique, balancing cash at the end of the day and securing the offices and building in general for lockup.

A high priority of skill sets that we are looking for:

1. Sound knowledge of fashion, name brands, ability to recognize fine arts and collectibles.
2. Excellent communications and marketing skills, ability to effectively increase new business and raise awareness of the thrift store component of the Boutique.
3. Strong communications including excellent personal and written communications skills.
4. Persons applying for this position must have a genuine interest in helping those in need.

Responsibilities:

Customer Service:

- Ensure customers feel welcome and that their needs are met.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Answer questions regarding the store and its merchandise.

Administration:

- Open and close the Clothing Boutique area and ensure the security of the offices and building in general.
- Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, and balancing cash drawers.
- Ticket, arrange and attractively display merchandise to promote sales.
- Maintain records related to sales.

- Watch for and recognize security risks and thefts, and know how to prevent or handle these situations.
- Keep display racks, shelves, counters, tables and change room clean and neat in appearance.
- Inventory stock and requisition new stock.
- Prepare merchandise for purchase.
- Work closely with volunteers to maintain high quality of service.

Outreach:

- Work with the existing Unique Boutique team to develop a successful program for delivery to the public
- Work with the existing Unique Boutique team in developing ongoing public awareness and promotion programs to attract new customers

Qualifications

- Possess good communication and people skills.
- Committed towards customer service and should cheerfully help people.
- Well-groomed and possess a stylish fashion sense.
- Good knowledge of clothing markets and brands
- Possess exceptional team working skills and the ability to work both independently and in coordination with all other staff and volunteers.
- Good organizational skills and attention to detail.
- Good computer skills for reports, spreadsheets and use of the Internet
- Knowledge of Social Media Marketing (Facebook & Instagram)
- Cash handling experience.
- Able to work well with volunteers

Experience and compensation

The successful candidate will have a minimum of 3 years retail experience

Job Type: Full-time, Permanent, with a starting salary of \$36,400.

Benefits:

- Dental care
- Extended health care
- Life insurance
- Paid time off

Schedule:

- Mostly Monday to Friday. Evening and weekends hours may be required depending on store needs

How to Apply: After reviewing the job description, please email cover letter, and resume to director@greenvillage.org . Strong applicants will be contacted as soon as possible to set up interviews. Applications will be accepted until position is filled.