



JOB ANNOUNCEMENT

ST. VINCENT DE PAUL THRIFT STORE ASSISTANT MANAGER, RETAIL & PRODUCTION

St. Vincent de Paul Thrift Store is hiring an Assistant Manager, Retail & Production. The position is full-time exempt and will report directly to the Store Manager regarding operations of the store at 8051 W Broad St. The purpose of the position is to work within the framework of the Society of St. Vincent de Paul's mission and thrift store objectives. The Assistant Manager, Retail & Production will be responsible for overseeing the daily production and workflow for the SVdP Thrift Store at Westland Shopping Center.

Essential Functions

Key Responsibilities:

- Responsible for ensuring production targets and key performance indicators (KPIs) are met on a weekly and monthly basis.
- Monitors incoming donations and makes decisions on production priorities and categories based on sell-through rates and inventory levels.
- Updates production boards to communicate priorities, goals and schedules to the team.
- Coaches and provides feedback to production team members on workflow, efficiency and performance.
- Evaluates POS reports to ensure the production team and individuals are meeting weekly and monthly targets.
- Oversees product rotation from production to the sales floor to ensure adequate stock levels.
- Discusses what is needed for the sales floor with the Store Manager.
- Responsible for maintaining an organized production area and workflow, keeping the work area neat and tidy.
- Responsible for keeping an inventory of all production supplies and informs the Store Manager when supplies are needed to make sure the inventory never runs low.
- Perform management duties as assigned or in the Store Manager's absence.

Key Competencies of the Position:

- Knowledge of production processes, workflow and inventory management.
- Ability to analyze data and metrics to inform operational decisions.
- Proficiency in reporting and meeting key performance indicators.
- Excellent organizational and time management
- Computer skills knowledge
- Valid Driver's License
- Reliable transportation is required.
- Strong leadership, people management and communication skills.
- Flexibility/adaptability to a variety of assignments
- Ability to lift up to 50 pounds and stand for extended periods.

Skills, Knowledge and Experience Requirements:

- A high school or GED equivalent is preferred.
- Prior supervisory experience required.
- Thrift store experience is a plus.
- Deal effectively and openly with staff, achieving results through positive human relationships.
- Strong communication and organizational skills.
- Bilingual in Spanish a plus.

Accountability:

- Adheres to policies and procedures of the Society and all pertinent legal regulations.
- Participates in annual self-evaluation and performance review.

Anticipated Start Date: September 2025

Salary Range: \$37,000 - \$41,000 annual

Benefits: Employees will receive a PTO plan and 10 paid holidays. Full-time employees are eligible to receive a monthly stipend to participate in their choice of insurance. Retirement benefits will include a 3% annual employer contribution to a retirement plan after 90 days of employment. Employees also receive discounts on store purchases.

Application Deadline: *Open until filled*

To Apply: Please send your resume to info@stvincentthrift.org.

St. Vincent de Paul Thrift Store is an Equal Opportunity Employer.