



## **Miramichi ReStore Manager**

The Manager leads the operations of the Miramichi ReStore location, which is a significant ongoing local fundraising tool for Habitat for Humanity. The Manager is responsible for efficiently overseeing the day-to-day operations and ensure the overall well-being and productivity of their team of staff and volunteers. Included in the priorities are the donor and customer experiences which directly impact the success of the ReStore. In collaboration with the CEO and Director of ReStore Development, the Manager integrates the organization's mission, vision, and goals into the ReStore's culture.

**Due to the nature of this position, a clean driver's abstract and satisfactory criminal record check will be required. Heavy lifting is also required.**

**Bilingualism would be a definite asset.**

## **Leadership & Human Resources**

- Coach staff and volunteers on improving performance and achieving their goals.
- Enables staff and volunteers to grow and succeed through feedback, instruction and empowerment.
- Models success behaviours, a high-performance work ethic and constant self-improvement
- Recruitment and hiring/selection of staff and volunteers
- Ensuring proper training of all staff and volunteers (tasks, responsibilities, Health & Safety, organization's core competencies, etc.)
- Participate in web meetings/webinars/conferences related to ReStores.
- Ensure that team members are recognized for their hard work and contributions.
- Ensures that team members are adhering to all ReStore protocols.
- Recognize the critical contributions of volunteers and nurture those relationships.
- Ensure all team members are properly vetted: criminal record check, references, etc.
- Creates a positive work environment.
- Able to resolve difficult or complicated challenges.

## **Finance and Administration**

- Monitor systems for daily sales reconciliation and cash transactions and deposits.
- Follow fiscal guidelines and standards when committing fiscal resources or processing financial transactions.
- Assist the Leadership Team in achieving operational and financial goals.
- Responsible for effectiveness & efficiency of operations to maximize profitability.
- Familiar with Microsoft applications (Word Excell, etc.)
- Establishes the value of all gift-in-kind donations ensuring compliance with existing policies and Canadian Revenue Agency regulations.
- Completes tasks in an effective and timely manner.



## **General Operations**

- Manage workload of team members and create an effective team schedule.
- Implement and adhere to daily operations procedures and protocols.
- Maintains and makes improvements to the store to improve operations.
- Ensure that all maintenance and supply issues are addressed immediately.
- Adapt to changing business needs, conditions and work responsibilities

## **Procurement & Donor Stewardship**

- Works with leadership team to create and execute an annual procurement strategy and stewardship protocols. Ensure proper promotions are in place to support plans.
- Create annual ReStore plan and goals in collaboration with CEO and Director of ReStore Development.

## **Health & Safety**

- Ensure the safety and cleanliness of the store.
- Promote a Health & Safety culture to the staff, volunteers and customers.
- Ensure that all staff and volunteers are properly trained and compliant to H&S standards and regulations.
- Ensure the proper and timely documentation of all incidents, which are reported to leadership and government agencies (timeline exists for each type of incident)
- Ensure that all staff and volunteers have access to H&S documents according to Habitat Canada and the New Brunswick Occupational Health and Safety Standards
- Responsible to create and update the proper protocols to ensure that all materials donated are of resale quality. (safe, clean, no recalls, legal, etc.)
- Talk about Safety at every team meeting
- Maintenance of ReStore assets i.e.: truck, tools, etc.

## **Marketing & Promotions**

- Work with leadership team to create annual marketing & promotions plan and sales strategies.
- Social Media management including posting, event creation, donation procurement, hiring, volunteer etc.
- Ensure continuous improvement and innovation to promotion material and in store displays.

## **Salary**

- Starting Salary: \$48,000-\$52,000 based on experience. Wages are reviewed annually.
- Employee benefits package will also be available (health, dental, LTD).

## **To Apply:**

**Please send résumé with cover letter to: [info@habitatnb.ca](mailto:info@habitatnb.ca)**