



Position: Thrift Store Manager – Calgary

Team: Thrift Store

Mission

For over 45 years, WorldServe has specialized in transformational development. WorldServe Ministries exists to strengthen the persecuted church around the world in difficult areas. WorldServe focuses on International Church Planting with Bible Distribution, Leadership Development, Bible Training and Church Planter Support. Through partnerships with regional leaders, we lose our identity and facilitate local efforts of community transformation using Compassionate Aid, Orphanages, Micro-Business small loans, Children's Programming, Medical and Food Supplies and Humanitarian Aid.

General Description

As a Store Manager, you will be responsible for overseeing the daily operations of the store, ensuring smooth and efficient functioning. This position gives oversight to staff (promoting spiritual instruction and praying for staff and volunteers), and volunteers, all operational functions of thrift retail including internal fiscal management, human resources, receiving / sales process, customer service, and marketing while promoting organizational partnerships both locally and globally. The Store Manager is a vibrant, passionate individual with strong organizational qualities, heart for people, and a passion to maximize all resources in a competitive thrift retail sector.

Work Location and Environment

Location: This position is available as a permanent full-time staff position at the Calgary AB Thrift Store.

Time Commitment: Full-time (40 hours/week)

Working Relationships

Reports To: Thrift Team Lead

Specific Requirements – Education, Experience & Skills

- Committed leadership in the tenets of Christian faith and mission.
- Bachelor's Degree highly preferable or equivalent/retail experience.
- Experience in retail market, practices and values.
- Current working knowledge of the thrift retail market an asset.
- Working knowledge of federal and provincial legislation applicable to employees & volunteers including but not limited too: Employment Standards, Human Rights, Occupational health & Safety.
- High degree of proficiency in MS Office Suite (Word, Excel, Publisher), Point of Sale software and hardware.
- Ability to thrive in a flexible, fast-paced growth-oriented environment while maintaining a positive, solution-oriented presence.
- Valid driver's license.

KEY RESPONSIBILITIES

Under the leadership and direction of the Thrift Team Lead, the Store Manager is responsible for:

1. Leadership

- A. Spiritual Leadership**
- B. Team Leadership**
- C. Community Leadership**

2. Staff and Volunteers

3. Operations

- A. Fiscal Financial Management**
- B. Inventory Acquisition & Processing**
- C. Store Presentation – Merchandising & Sales**
- D. Customer Service**
- E. Administration & Scheduling**
- F. Marketing and Promotion**
- G. Health, Safety, and Security**

PHYSICAL REQUIREMENTS

- May include sitting for prolonged periods of time;
- May include extensive walking, standing, bending, squatting, pulling, and stretching.
- May include lifting items up to 10 pounds to a height of 6 feet, lifting up to 25 pounds to a height of 3 feet, lifting items up to 40 pounds with assistance of lifting aids and/or other individuals.
- Work in a retail and office setting. Exposure to low noise levels. Moderate levels of dirt and dust. Continuous Interactions with the public.

OTHER

- WorldServe permanent staff exhibits a personal commitment to the Christian faith, discipleship and active church participation. In agreement with tenets of the Christian faith as presented in the Statement of Faith, store managers are encouraged to integrate spiritual practices into daily work relationships.
- This retail thrift business is open six (6) days a week, requiring a flexible schedule, availability to work weekends and/or evenings as needed.
- Industry competitive compensation with benefits package available.

To apply visit: <https://hr.worldserve.ca/apply/>

On the application page, please upload your cover letter, resume, and examples of your work. Please include further writing samples and/or portfolio via links or attachments. We thank all who apply and advise that only those selected for further consideration will be contacted.