



Title: Thrift Store Manager – Flagstaff, AZ

Department: Retail Operations

Reports To: Conference President or Designee

FLSA Status: Exempt

Primary Responsibilities:

Oversees the day to day operation of the thrift store, staff and volunteers.

Specific Duties: Promotes positive client and customer relations.

Provides timely interviews and leadership to the store staff and volunteers.

Coordinates merchandising, pricing, stocking, donation process and conference voucher process.

Conducts timely and accurate annual employee evaluations.

Handles all employee/volunteer/customer relations in a timely and effective manner while consulting with conference president or designee and HR as needed.

Prepares monthly financial reports to be presented at the conference meetings.

Provides timely and accurate payroll reports to Phoenix SVDP.

Accurately manages daily accounting and bank deposits.

Safeguards and accounts for all money received and disbursed.

Secures all property and assets from theft.

Delivers incoming bills weekly to the conference CPA for payment.

Attends training as required.

Maintains store in a clean, neat and organized manner.

Assists Vincentians with conference needs and concerns.

Attends bi-weekly conference meetings.

Any other duties assigned by the Conference President or Designee.

Primary Requirements:

- Valid AZ driver's license & reliable transportation.
- Completion of the Safe Environment training.
- Completion of OFE classes within one year of hiring.
- Adequate competency in English to satisfy all requirements of the position.
- Satisfactory drug test.
- Finger print clearance.

Preferred Requirements:

- BA/BS in related field.
- Knowledge of the SVDP mission.
- 1-3 years supervisory experience in retail.
- Marketing & social media experience.
- Financial & Computer skills.
- Bilingual speaking skills (English/Spanish).

Education Requirements:

- High School diploma or equivalent

ADA Requirements:

- Ability to walk, sit, stand and lift up to 30 lbs.
- Ability to speak, hear, see and write.

Salary & Benefits:

- Entry level salary \$33,400 per year
- Salary is commensurate with applicant's education, experience and skills
- Benefits – See Benefits Description Document

Application Process:

Request an application by contacting St Vincent de Paul at the following email address

Stvincentdepaul.flagstaff@gmail.com