



## **The Hospice Shoppe**

The Hospice Shoppe is an upscale, second-hand retail store that sells donated clothing and household items. The Hospice Shoppe sales revenue supports the mission of Hospice Greater Moncton.

### **Assistant Manager**

The Hospice Shoppe is seeking a part-time Assistant Manager to join our high-performing team. Working under the direction of the Shoppe Manager, the Assistant Manager will be responsible for delivering excellent results in all areas of the business including: customer service, merchandising, sales, inventory management, culling, pricing, donations management, volunteer support, teamwork, etc.

The successful applicant will work **25-30** hours per week in a schedule that includes days, evenings and weekends. *Applicants should have retail and stock room experience and a desire to support the work of Hospice as a dedicated staff member.*

### **Requirements**

- Mature, responsible business professional with retail, sales and customer service expertise.
- Excellent communication, interpersonal and team-building skills with a warm, compassionate, caring, pleasant and customer-driven attitude.
- Must have the ability to work in a supportive manner with staff members and guide volunteers in a professional, positive environment.
- Organized, efficient, flexible, resourceful and comfortable in a fast-paced and changing non-profit business retail environment.
- Ability to prioritize multiple functions and tasks.
- Ability to lift, stand, bend, squat, kneel and reach without limitations throughout the entire shift.
- The ability to maintain confidentiality.
- Computer literate - MS Word, Excel, etc. and ability to work independently with a minimum of supervision.
- A police check is required.

### **Applying**

- This posting will remain open until a suitable candidate is found.
- We thank all applicants for their interest however, only those selected for an interview will be contacted.
- Note: Interviews will be scheduled as qualified resumes are received.
- **To apply send a detailed cover letter, resume and 3 references to [info@hospicegm.ca](mailto:info@hospicegm.ca)**

**Note:** We thank candidates for their interest in this position, however, only those under consideration will be contacted. For more information about The Hospice Shoppe, visit [www.hospicegm.ca](http://www.hospicegm.ca)