



Full-time Retail Shop Manager – Burnie

City Mission is seeking an enthusiastic and experienced Retail Manager with initiative and leadership capabilities to lead the team of paid and volunteer workers.

This position is responsible for the management of operations at the Burnie Mission Shop in the delivery of quality goods and service. The employee will be required to develop positive working relationships with peers, management, the general public, stakeholders and other functional areas within the organisation.

SELECTION CRITERIA

Essential Qualifications/Experience:

- Proven extensive experience in Retail Operations.
- Demonstrated initiative, thinking and planning.
- Strong relationship building, communication and analytical skills.
- Skills in supervision, reporting and sales budgets.
- Ability to multi-task, plan and manage people & processes to effectively achieve outcomes.
- Demonstrated capacity to supervise paid staff and volunteer workforce.
- Ability to implement legislation pertaining to Retail Operations and Work Health and Safety requirements.
- Experience with EFTPOS and POS terminals.
- National Police Check is required for all roles at LCM.
- Physically fit to transfer donations (cartons and furniture) to transport and showrooms.

Desirable Qualifications/Experience:

- Experience or demonstrated capacity to work in an organisation adopting a Christian ethos.
- First aid certificate (or willingness to obtain).
- Working with Vulnerable People Card (or willingness to obtain).

Primarily the Shop Manager will be responsible for: staff management of the nominated store, providing leadership to workers (paid and volunteer), oversight of cash management, security measures and staff training, facilitation of quality customer service, overseeing merchandising, maintaining and ordering stock, and management of multiple premises.

This position will be based on the General Retail Industry Award 2010 [MA000004]. As a Public Benevolent Institution, LCM employees are eligible to Salary Package through our approved provider.

If you have a passion to work for an accredited organisation that is a recognised Employer of Choice as part of a dynamic, friendly team in a caring compassionate environment, knowing that the activities of our organisation are directed towards services provided to those at risk in our community, we encourage you to apply.

Please send your written application **addressing the selection criteria** and your ability to effectively perform the primary tasks above to the Manager People & Culture, City Mission, PO Box 168, Launceston, or upload it to the SEEK website.



A full job description is available by phoning 6335 3000 during office hours or by emailing hr@citymission.org.au or via our website – www.citymission.org.au/support-us/work-with-us

Applications close on Monday 27th November, 2023 at 9:00am.