

## Job Opening

*Our Mission: to improve the community by providing employment, education, training, and support services tailored to individual needs.*

**Our Values: Success – Collaboration – People – Positivity**

Position:	Store Manager
Location:	Milham – Portage, MI 49024
Wage:	DOE + Benefits: Medical, Dental, Vision, Life Insurance, PTO, and 403(b)
Classification:	Full-time Staff
Number of Openings:	1
Hours:	Varied including days, evenings, and weekends
Submit Applications To:	<a href="mailto:sandyalbain@goodwillswmi.org">sandyalbain@goodwillswmi.org</a> <a href="mailto:goodwillhr@goodwillswmi.org">goodwillhr@goodwillswmi.org</a>

Job Duties include but are not limited to:

- Manage team members so they perform to the highest level of their abilities; this includes hiring, training, coaching, disciplining and /or terminating team members
- Establish a team that meets or surpasses established sales goals through service, production, merchandising and accurate business practices
- Follow all procedures and policies including, but not limited to, safety, customer service and agency guidelines
- Meet all reporting and documentation requirements accurately and on time
- Maintain a clean, organized and compliant facility
- Develop/maintain a positive image of Goodwill Industries within the community
- Work with upper management to continually enhance the donation and shopping experience of customers

Qualifications include but are not limited to:

- Demonstrated skill in interpersonal relations, leadership and problem solving
- Demonstrated skill in retail financial practices
- Strong reading, writing, speaking and communication skills
- Ability to train and explain processes to others
- Ability to motivate self and others
- Previous supervisory experience required
- Previous retail and merchandising experience required
- High school diploma or equivalent required
- Additional college coursework preferred
- Must be able to lift 35 pounds repeatedly, reaching, bending, twisting; occasional standing for extended periods of time; occasional sitting at a computer for extended periods of time
- Must be able to work a variety of hours in order to close or open the store
- Must have a reliable vehicle in order to conduct required off-site agency business
- Must possess a valid motor vehicle operator license
- Must pass a pre-employment drug screen and theft-related background check

*Equal Opportunity Employer: Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, ancestry, arrest record, citizenship, color, familial status, gender, gender identification, height, marital status, national origin, non-job-related disability, race, religion, sex, sexual orientation, veterans' status or weight. This includes those affected by pregnancy, childbirth or related medical condition.*