



Title: Assistant Store Manager, The Wardrobe Boutique
Supervisor: Manager, The Wardrobe Boutique
Supervises: Sales Associates, Volunteers/Interns

Career Wardrobe is seeking an Assistant Manager for The Wardrobe Boutique, a nonprofit resale store owned, operated and benefiting Career Wardrobe. The Wardrobe Boutique is open Monday-Saturdays and serves as a resale store and donation drop off sit for Career Wardrobe. www.careerwardrobe.org

Application Procedure: Applicants should submit a resume and cover letter detailing their interest, outlining their retail experience and confirming salary requirements to the email addresses below with “Boutique Position” in the subject line. Note there are two email addresses required. Inquiries will be reviewed until the position is filled. Anticipated start date is early June 2013.

Nicole Falcone, Boutique Manager - Manager@careerwardrobe.org
Sheri Cole, Executive Director – Director@careerwardrobe.org

Store Management and Operations

- Prepared to manage all aspects of the store’s business including enforcing policies and procedures in the Store Manager’s absence.
- Supervises staff and volunteers regarding store operations (computer operations, tagging and managing inventory, customer service).
- Responsible for cash register reconciling and cash/credit deposit in absence of Store Manager.
- Volunteer management including following up with volunteer inquiries, scheduling and conducting volunteer orientation and outreach and scheduling/training volunteers.
- Other duties as assigned including cleaning, supply coordination and office tasks.

Inventory Control

- Has excellent product knowledge, wardrobing, styling, and customer service skills, and is able to train store staff and volunteers with this knowledge.
- Partners with the Store Manager, volunteers and sales associates to sort and prepare donated inventory for purchase including appropriate pricing.
- Oversees sales process as determined by Store Manager in terms of mark downs and special sales to promote inventory movement.
- Understands and manages inventory shrinkage, including training paid and unpaid staff on factors that affect inventory.

Marketing

- Partners with the Store Manager to maximize opportunities to build The Wardrobe Boutique and Career Wardrobe brand in the local community.
- Assists Manager with online and social networking marketing (Facebook, Pinterest, Blog, Website, Twitter).
- Responsible for direct to customer e-marketing (website, e-newsletter) and tracking frequent shopper sign-up and customer database.
- Implements The Wardrobe Boutique’s visual merchandising concepts in a timely fashion in partnership with Store Manager.
- Assists Manager with organizing, marketing, and the set-up and break-down of in-store events.

Schedule: Availability for shifts that include Monday-Saturday 11am-7pm. Regular evening and weekend work is required. Boutique open most major holidays.

Qualifications:

- High school diploma, college preferred.
- Attention to detail, ability to work independently and manage an effective team.
- Previous retail store experience, including women's clothing and designer brands.
- Prior supervisory and volunteer management a plus.
- Experience with credit/debit processing, inventory control and MS Excel for reporting.
- Physical ability to work an 8-hour shift with moderate physical labor, including lifting 10-15 pounds repeatedly.
- Clear a criminal background check prior to the start of employment.

Compensation: \$18,000-22,000 salaried position

Benefits: Health care coverage (including prescription) with 50% employee co-pay
Paid time off, short and long term disability coverage paid by employer. Generous employee discounts.

Career Wardrobe is an equal opportunity employer.