

## **Job Description: Assistant Manager (Boutique)**

The Assistant Manager supports the Store Manager. The PIC Boutique is one of the most noticeable operations of the organization and functions as an integral part of the organization's funding. The assistant manager is responsible for supporting the day to day operations of the store, training of volunteers, and general merchandising. The ideal candidate is comfortable working with the general population, willing to learn and teach, and be at ease leading others. As a general rule, the retail store is open during most retail holidays.

### **Duties and Responsibilities**

- Supervise volunteers and assign tasks as needed.
- Help organize store displays.
- Oversees donation (merchandise) collection and guides pricing for resale.
- Address complaints & concerns from customers and unpaid staff to maintain the store's reputation.
- Conduct daily and monthly register reconciliation reports.
- Ensure change bank and petty cash are available.
- Maintain a clean and orderly store both in the front and back of the house.
- Be an active partner with management regarding growth strategy & opportunities.
- Provides support to Boutique Manager and serves as Manager On Duty in the absence of the Boutique Manager.
- Other duties as assigned.

### **Required Knowledge, Skills, and Abilities (KSA)**

- Ability to maintain confidentiality.
- Have a creative and strategic mindset.
- Proven 2+ years of experience in retail.
- Knowledge of retail management best practices.
- Outstanding communication and interpersonal abilities.
- Excellent organizational and leadership skills.
- Must be able to bend, lift, stoop, stand, and walk throughout the day.

### **Reports to:** Store Manager

This is a full time position that includes Saturdays.

Starting salary range is \$30-\$35,000/yr.

### **About Partners In Care Maryland, Inc.:**

Partners In Care Maryland, is an impactful organization that invests in the Older Adults of our communities. Our team consists of bright, energetic and talented people who have a passion for making a difference in the world by helping underserved communities.

**Comments:** \*Excellent benefit package that includes medical, dental, life, 403(B), and more. No phone calls please. Interested Candidates should apply via indeed or forward a resume to Partners In Care at 8151-C Ritchie Hwy, Pasadena, MD 21122