



## **THRIFT STORE ASSISTANT MANAGER**

### **JOB SUMMARY:**

The Assistant Manager will be responsible for moving quota of goods from the warehouse to the sales floor, assisting the driver with operating the Hubbard House Thrift Store truck and perform as backup when driver is out; picking up donations as scheduled. Walking, standing, moving and lifting furniture will be routine. Assistant Manager will help Manager with paperwork as directed.

### **WORK EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

Position requires High School Diploma or GED. Associate or bachelor's degree in Business Administration, Marketing or related field is preferred. Experience in retail supervision preferred. Individual must be able to lift at least 80 pounds. A valid driver's license and dependable transportation required. Vehicle insurance must be maintained. Must meet eligibility requirements for Hubbard House, Inc. vehicle insurance coverage. All applicants must pass level-2 background screening.

All duties and requirements are essential job functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

### **FULL TIME / NON-EXEMPT**

**PAY:** From \$14.00 per hour

**TO APPLY:** Qualified candidates are encouraged to apply by emailing a resume to [employment@hubbardhouse.org](mailto:employment@hubbardhouse.org). Please place the job for which you are applying in the subject line. No phone calls. Hubbard House, Inc. is an Equal Opportunity Employer.