



**JOB TITLE:** Thrift Store Manager  
**FULL TIME/PART TIME:** Full Time  
**REPORTS TO:** CEO  
**LOCATION:** Johns Creek  
**Salary:** \$45,000

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#### **POSITION SUMMARY**

Furkids is the largest no-kill, cage free animal shelter in the Southeastern U.S., saving the lives of more than 5,000 cats and dogs each year. Furkids is located in Atlanta, GA. Along with our shelters, Furkids also operates 5 thrift store locations that raise crucial funds for the organization.

As the Thrift Store Manager, you will be responsible for overseeing the daily operations, staff management, inventory control, and customer service excellence. You will play a key role in driving sales, ensuring operational efficiency, and creating a welcoming environment for our customers and our amazing volunteers. The best candidate for this position is someone who cares deeply about the life saving mission of Furkids, and will let their passion for animals lead their decision making.

**If you are seriously interested and ready to start immediately please send your resume and references to [jobs@furkids.org](mailto:jobs@furkids.org). Must pass a criminal background check and possible drug test. References are checked thoroughly.**

#### **Reports to**

Furkids CEO

#### **Qualifications**

- Business degree, or other relevant diplomas a plus
- Must have at least 3 years in retail, thrift store management, or other work related experience.
- Able to work a flexible schedule, some weekends included
- Must work well with the public, including persons of varied racial, ethnic, cultural, socioeconomic backgrounds, sexual preference, and with individuals who are differently-abled.
- Must demonstrate excellent verbal and written communication skills and have the ability to work well in a team
- Must be confident handling money, deposits, register and have adequate math/bookkeeping skills.
- Must have a calm and courteous manner and be able to manage and lead groups of volunteers and paid employees.
- Must be highly organized, motivated and remain flexible under pressure and stress. Attention to detail and ability to set priorities is a must.
- Must be proficient with computer skills including a working knowledge of Windows, Microsoft office, Google (email, docs, calendar), and able to learn new programs quickly.

#### **Duties and Responsibilities**

- Overseeing store operations, and managing all paid employees as well as volunteers.



- Oversee inventory of donated items, and ensure correct, competitive, and fair pricing.
- Oversee marketing initiatives, and take the lead on creative initiatives to increase the store's success.
- Maintaining daily sales records, setting and achieving sales goals.
- Lead by example by keeping composed, positive, and productive

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### **Benefits**

- Health/dental/vision insurance
- Paid time off / holidays off
- Retirement Plan
- 401k Matching

If you love used items, and have working knowledge of local prices at Thrift Stores, Garage Sales, and Antique Malls then this may be the job for you. There is a constant intake of donated goods that must be sorted and priced in line with industry standards.

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In your cover letter, please let us know your background with retail. Please be specific about your previous experience and why you desire a career with Furkids managing a thrift store.