



# Job Opening

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Interested candidates should submit a cover letter together with a resume to:

Mennonite Community Services  
 Attention: HR Coordinator  
 16 Talbot Street East  
 Aylmer, ON N5H 1H4

or call 519-765-3026 for details  
 email [hr@mcsn.org](mailto:hr@mcsn.org)

<b>Job Title:</b>	Thrift Store Business Manager
<b>Posting Date:</b>	April 2021
<b>Job Summary:</b>	The Store Business Manager will provide overall leadership to the thrift store and oversee daily operations, ensuring donations are properly received, processed and sold. Business Manager will also look for continued growth and success of the store.
<b>Core Competencies:</b>	Strong leadership skills; strong problem solving skills; postsecondary training; competent in Microsoft Office; strong oral and written communications skills; relevant experience; effective time management skills.
<b>Core Job Duties:</b>	Lead and supervise Aylmer Thrift Store team of staff and volunteers in accordance with MCS guidelines; oversee daily operations of the store; schedule staff and volunteers; ensure donations are received, processed and sold properly; monitor sales; create sales projections; create annual budget; write reports.
<b>Requirements and Qualifications:</b>	Strong leadership skills; postsecondary education; strong organizational skills; excellent customer service skills; excellent oral and written communication; strong problem solving skills; excellent interpersonal skills; good Microsoft Office skills; excellent time management skills; participate in staff meetings and events; willingness to work some evenings and Saturdays.

Only suitable applicants will be asked to complete an application or be invited for an interview.