



# 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>Starting Date:</b>	October 2021
<b>Job Summary:</b>	The Store Business Manager will provide overall leadership to the thrift store. Lead the team, recruit volunteers, and in general oversee operations.
<b>Core Competencies:</b>	Strong leadership skills; strong problem solving skills; postsecondary training; strong oral and written communications skills; relevant business/retail 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>	<p>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.</p> <p>Must be willing to adhere to all health and safety protocols including those related to the COVID-19 pandemic.</p>

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