

The Wardrobe Boutique
Job Description and Posting – 6/09

Title: Assistant Store Manager, The Wardrobe Boutique
Supervisor: Store Manager, The Wardrobe Boutique
Supervises: Sales Associates, Volunteers/Interns

Application Procedure: Send a letter of introduction and resume with salary requirements to:
Sheri Cole, Executive Director
The Career Wardrobe
1211 Chestnut Street, Suite 205, Philadelphia, PA 19107

NO PHONE CALLS OR EMAILS PLEASE

Overview: The Wardrobe Boutique is an upscale recycled clothing boutique that benefits The Career Wardrobe, the nation's largest independent, community-based organization that assists women transitioning to work by providing professional clothing and career education. The Assistant Manager will partner with Store Manager to oversee all aspects of operating The Wardrobe Boutique

Store Management

- Fosters a warm, friendly and positive work atmosphere consistent with The Wardrobe Boutique and The Career Wardrobe mission.
- Partners with Store Manager to coordinate most aspects store management, including volunteer and intern management, recruitment.
- Assists Store Manager to ensure adherence to policies and procedures.
- Assists Store Manager to communicate store-specific needs or feedback to Career Wardrobe leadership.
- Works as a team with all staff members and assists with training and leading an effective team.

Sales and Customer Service

- Creates a warm and inviting atmosphere for our customers.
- Leads by example on the selling floor by providing excellent customer service.
- Has excellent product knowledge, wardrobing and customer service skills, and is able to train store staff with this knowledge.

Inventory Control

- Partners with the Store Manager, volunteers and sales associates to sort and prepare donated inventory for purchase.
- Sort and prepare donated or purchased inventory for reselling.
- Oversees sales process as determined by Store Manager in terms of mark downs and special sales to promote inventory movement.
- Understands and manages inventory shrinkage, including training paid and unpaid staff on factors that affect inventory.

Marketing

- Partners with the Store Manager to maximize opportunities to build The Wardrobe Boutique and Career Wardrobe brand in the local community.
- Maximizes store sales through excellent customer service, motivated staff, store events and community outreach.
- Implements The Wardrobe Boutique's visual merchandising concepts in a timely fashion in partnership with Store Manager.

Daily Operations and Procedures

- Prepared to manage all aspects of the store's business in the Store Manager's absence.
- Partners with Store Manager and Career Wardrobe leadership to address any operational issues.
- Supervises staff and volunteers in implementing computer operation correctly.
- Responsible for cash register reconciling at end of each shift and cash/credit deposit at end of every day, in absence of Store Manager.
- Maintains store neatness including overseeing daily cleaning and preparation for store opening.
- All and any other duties as assigned.

Qualifications:

- Attention to detail, ability to work independently and manage an effective team.
- Excellent interpersonal skills, ability to work with diverse populations.
- Previous volunteer management and retail sales/management experience a plus.
- Computer literate, especially with credit/debit processing, inventory control software and MS Excel spreadsheets for reporting and tracking inventory.
- Physical ability to work an 8-hour shift with moderate physical labor involved (i.e. lifting boxes, standing for long periods of time, tagging and sorting donations, arranging floor and window displays and cleaning)

Compensation: \$20,000 – 25,000 (Depending on experience - Exempt Status)

Schedule: Tuesday-Friday (11am-7pm), Saturday (10am-6pm), Occasional Sundays and Mondays. Boutique will be open most major holidays.

Benefits: Full-time employees eligible for health insurance, prescription coverage and dental insurance with 22% premium co-pay. Other benefits include: long and short term disability insurance, life insurance, 403b retirement savings plan and paid time off.

The Career Wardrobe is an equal opportunity employer.