



Job Description: Assistant Store Manager (Retail)

The Assistant Store Manager supports the Store Manager. The PIC Boutique is one of the most noticeable operations of the organization and functions as an integral part of the organization's funding. The assistant manager is responsible for supporting the day to day operations of the store, training of volunteers, and general merchandiser. The ideal candidate is comfortable working with the general population, willing to learn and teach, and be at ease leading others. As a general rule, the retail store is open during most retail holidays.

Duties and Responsibilities

- Supervise volunteers and assign tasks as needed.
- Help organize store displays.
- Receive donations (merchandise) and assign appropriate price for resale.
- Address complaints & concerns from customers to maintain the store's reputation.
- Conduct daily and monthly register reconciliation reports.
- Prepare deposits; ensure change bank and petty cash are available.
- Assist with event organization, planning, and execution.
- Maintain a clean and orderly store both in the front and back of the house.
- Be an active partner with management regarding growth strategy & opportunities.
- Act as backup to the Store Manager.
- Other duties as assigned.

Required Knowledge, Skills, and Abilities (KSA)

- Ability to maintain confidentiality.
- Have a creative and strategic mindset.
- Proven 2+ years of experience in retail.
- Knowledge of retail management best practices.





- Outstanding communication and interpersonal abilities.
- Excellent organizing and leadership skills.
- Must be able to stand for long periods of time.
- Must be able to bend & stoop.
- Must be able to pull, and lift up to 40 lbs.

Reports to: Store Manager

This is a parttime (PT) hourly position.

Starting salary range is \$13-15 per hour.

About Partners In Care Maryland, Inc.:

Partners In Care Maryland, is an impactful organization that invest in the Older Adults of our communities. Our team consists of bright, energetic and talented people who have a passion for making a difference in the world by helping underserved communities.

Comments: E.E.O.C. Excellent benefit package that includes medical, dental, life, 403(B), and more. No phone calls please. Interested Candidates should forward a resume to careers@partnersincare.org with the job title in the subject line or mail to Partners In Care at 8151-C Ritchie Hwy, Pasadena, MD 21122.



8151-C Ritchie Hwy. Pasadena, MD 21122

Partnersincare.org

410-544-4800