

Miracle Hill Ministries, Inc.
INTERNAL JOB POSTING

Date: January 25, 2012

Job Posting: Management Trainee
Location: Miracle Hill Thrift Operations
Hours: Full Time
Reports to: Retail Operations Manager
Date Job Available: Immediately

Job Posting # 1300

Basic Job Description:

Summary / Purpose of Position: This position's primary responsibility is to make sure that the thrift store operates in an efficient manner by reaching or exceeding sales goals for both Gross and Net income by directing all store employees in their assigned tasks and responsibilities.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ensure that all store employees, volunteer, and assigned client behavior is in accordance with the philosophy and policies of Miracle Hill Ministries.
- Provide leadership and insure that all persons especially customers, donors, fellow employees, clients and volunteers are treated in a professional manner with dignity and respect. It is especially important that customers experience a warm welcome.
- Plan and prepare store work schedules and assign employees, clients and volunteers to specific duties.
- Implement-pricing policies.
- Ensure that store appearance and merchandising layout is attractive, customer friendly, and free from any hazardous conditions or materials.
- Ensure cash reconciliation with sales receipts, maintain daily sales records, and transmit daily sales report to Directors office.
- Order merchandise and store supplies from warehouse.
- Address all inquires or complaints and refer unusual or serious matters to immediate supervisor
- Ensure the timely processing of all incoming merchandise.
- Other duties as assigned by the supervisor

Supervisory Responsibilities:

- Regular Store employees
- Volunteers/Community Service/Clients

Qualifications:

- Education or equivalent experience: BA in related field preferred but not required
- Years of experience: 3 retail 1+ in a supervisory role
- Specialized training required: None
- License/Certification: None
- Other: None

Religious:

- Be Christian by biblical definition, with faith in the Lord Jesus Christ as expressed by a personal testimony and continued Christian conduct
- Agree without reservation with the doctrinal statement of the ministry
- Be an active participant in a protestant church
- Exhibit a genuine concern for the salvation of souls and spiritual welfare of all served by the ministry
- Demonstrate spiritual maturity commensurate with the requirements of your position

*If interested in the above position, please apply online at www.miraclehill.org or send your resume to msteenback@miraclehill.org.