**Thrift Shop Manager Head to Tail Thrift and Vintage**

Head to Tail Thrift and Vintage is Talbot Humane’s newest venture. This shop has already grown by leaps and bounds in the first 4 months. This new position is a great opportunity for the right person. Full time position: 38-40 hrs week. Duties will include but are not limited to:

* recruiting, training, supervising volunteers
* planning, promoting and marketing the business
* dealing with customer queries and complaints
* overseeing pricing and stock control
* preparing promotional materials and displays
* Ensuring building in working order
* Ensuring image and cleanliness of store
* Problem solving

**Experience:**

Retail experience and a minimum of 2 years in supervisory role preferred. Knowledge of retail practices and strong money handling skills a must.

**Key skills**

* Enthusiasm
* IT skills
* Numerical skills
* Verbal communication skills
* Team working skills
* Organizational skills
* Energy
* Resourcefulness
* Confidence

This is a physical job. Duties such as moving furniture, merchandise, picking up items from homes or businesses as needed, scheduling delivery when possible and more. This position requires a go getter attitude with a true interest in making the store a success for the organization. Ability to work weekends is a must. The store is currently open Tuesday-Saturday.

**Compensation: Pay rate commensurate with experience. Accrued sick, vacation, personal time.**

**Please submit resume to Talbot Humane** **patty@talbothumane.org** **or in person at 7894 Ocean Gateway, Easton MD 21601.**