



GABRIOLA AUXILIARY for Island Health Care Society

560 North Road, Gabriola BC 250-325-4223

To support community health education, healthcare and patient comfort service

We're HIRING >>>

Job Title: Shop Manager - The GABE Shop

Job Type: Part-time, 27 hours per week

Hours: 9:45am - 4:30pm Wednesday to Saturday

About Us and The GABE Shop:

The Gabriola Auxiliary is a dedicated non-profit organization committed to supporting healthcare initiatives in our community. Our boutique thrift shop is a key component of our mission, providing affordable and unique items. We are seeking a dynamic and experienced Shop Manager to join our team.

Job Description:

We are looking for a highly motivated and organized individual to manage the day-to-day operations of our boutique thrift shop. The ideal candidate will have a passion for fashion and thrift shopping, excellent customer service skills, and the ability to lead a team of volunteers, plus liaise with the Board.

Key Responsibilities:

- Manage store operations, including opening and closing procedures, and inventory management.
- Supervise, motivate and train a team of volunteers for the Shop and Ice Cream Cart
- Ensure excellent customer service and build strong relationships with customers and the community.
- Responsible for sorting, pricing, and merchandising of donated items.
- Implement marketing strategies to increase foot traffic and sales.
- Collaborate with the Gabriola Auxiliary's Board to align store goals with the overall mission.
- Manage cash handling, sales reporting, and other administrative tasks.
- Maintain a safe and clean shopping environment.
- Promote the Shop & Ice Cream Cart via social media and print
- Assist with Auxiliary promotions and events

Qualifications:

- 2+ years of retail management experience (fashion and/or décor/houseware)
- Strong customer service skills
- Volunteer experience
- Strong leadership and team management skills.
- Excellent communication and customer service skills.
- Ability to multitask effectively.
- Inventory management
- Merchandising.
- Knowledge of Facebook and Canva
- Able to lift 50 pounds

What We Offer:

- \$26 per hour pay rate.
- Opportunity to make a meaningful impact on the community.
- Collaborative and supportive work environment.

How to Apply:

If you are passionate about fashion and thrift shopping, community service, and leadership, we encourage you to apply. Please submit your resume, a cover letter outlining your experience and qualifications, and any relevant references to gabriola-auxiliary@shaw.ca. If you prefer, you can also drop off your resume at the GABE Shop during opening hours.

If you have any questions about this position, please do not hesitate to email the Auxiliary at gabriola-auxiliary@shaw.ca.

The application deadline is 4pm on November 23rd.