

## **Respect: Charity Shop Manager (Prussia Street)** **(<https://www.activelink.ie/node/111695>)**



### **Charity Shop Manager (Prussia Street)**

**Role Title:** Shop Manager (Full-Time)

**Location:** Park Shopping Center, Prussia Street, Dublin 7

**Contract:** Fixed-Term Contract (6-month probationary period)

**Reporting to:** Director of Development

#### **Aim:**

The purpose of this role is to manage the day to day running of the Respect Charity shop including managing a team of volunteers, managing our stock and maximizing sales to contribute to the success of the charity.

#### **Experience:**

We are seeking a motivated, proactive individual with 3 years of retail and customer-facing experience.

#### **Main Responsibilities:**

- To ensure that the shop premises are clean and tidy at all times.
- Take full responsibility for donated goods and ensure proper presentation of merchandising to its fullest potential.
- Ensure all window displays are attractive and changed regularly.
- To maintain stock generation, sorting donated good, pricing and recycling items.
- You will be responsible for co-ordinating a volunteer team.
- You will maintain a positive and collegiate atmosphere with particular attention to customer service and public relations and ensure a good working environment for staff & volunteers.
- To promote public understanding of the work of Respect, the impact the charity delivers and the importance of raising funds through the shop.
- Cash handling, including operation of the till, issuing receipts, reconciliation of takings at the end of the day.
- Understand general shop security and management of keys.
- Responsible for the opening /closing shop.
- Maintain confidentiality to the highest standards and ensure a
- Maintain a strong customer experience.
- Collaborate with other retail staff (including other shop managers & driver) to ensure stock management operates efficiently and sales and processes are coordinated.

#### **Essential:**

You must have prior work authorisation to work in Ireland.

#### **Details:**

The Charity Shop manager will work 35 hours over 5 days (including Saturday) from 9am – 5pm.

This job description will be reviewed from time to time and may be amended depending on the changing needs of the charity.

## To Apply:

Applications must be received by close of business (5pm) on November 15th 2024. Please submit via email to Jesse Kennedy – [jkennedy@respect.ie](mailto:jkennedy@respect.ie) (<mailto:jkennedy@respect.ie>)

### Region

Dublin 7

### Date Entered/Updated

22nd Oct, 2024

### Expiry Date

15th Nov, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/community/111695-respect-charity-shop-manager-prussia-street>