



Thrift Shop Manager – P.A.L.S.

P.A.L.S. Cancer Care Charity is seeking a part-time Thrift Shop Manager in the role of Thrift Shop Manager to manage our new venture. The newly created role of Thrift Shop Manager will report to the Executive Director and have responsibility for the receiving, selling and maintaining of shop's inventory.

This is a part-time, contractual position open to Bermudians, spouses of Bermudians or PRC holders. This position requires 21 hours a week including administrative time and the following; Saturday 8:00am – 4:00pm, Tuesday 9:30am – 2:30pm, Thursday 9:30am – 2:30pm and the first Thursday of every month 4:30pm – 8:30pm.

The successful candidate must have the following:

- At least 5 years retail experience at management level
- Strong IT proficiency and Social media expertise
- Excellent interpersonal and customer service skills
- High energy for a physically demanding job
- Proven ability to work on own initiative and manage own workload

The Thrift Shop Manager will be responsible for, but not limited to:

- Shop operations including managing cash, depositing cash at the end of day, recruiting & scheduling volunteers, and maintaining a safe and clean working environment
- Managing donations and sorting, soliciting donations of items from the public and from home and estate sales
- Product merchandising and pricing to stimulate sales
- Social media – representing PALS Thrift Shop on all social media platforms

We invite you to submit your resume, cover letter and two professional references to Colleen English DeGrilla no later than the 16th of January 2018 info@pals.bm or by fax on (441) 236-7250