

New Life Thrift Shop – Hiring Job description

Full-Time - Business Operations/Cashier

Location: New Life Thrift Shop, 34686 Jiffy Way, Lewes, DE 19958

Phone: (302)644-0171

When you become a member of the team at The New Life Thrift Shop in Lewes Delaware, you will be working with a large group of great-hearted volunteers giving freely of their time and talents.

The New Life Thrift Shop is seeking a mature, multilingual person who has a positive attitude, is organized, hardworking, devoted, and professional. Therefore, the Business Operations/Cashier needs to have a superb work ethic, be kind-hearted, have a willingness to help others, and be excited about going to work and achieving great goals together as a team.

The Clerk will be responsible for general office operations, including cashiering, & answering phone, updating Facebook pictures & sales information, filing, cleaning, working on special projects, scheduling pick-ups & deliveries, and working with volunteers.

The Clerk must have good people and communication skills in order to best work with our volunteers and customers. The successful candidate will also be required to open and close the shop, and handle increasing responsibilities.

Job Description & Duties

- Work closely with NLTS manager to achieve daily goals.*
- Ability to work with numerous volunteers.*
- Cashiering, and a great manner towards our customers*
- Answering phone calls and having excellent communication skills.*
- Ability to have projects done in a timely manner.*
- Maintain files and scheduling.*
- Ability to lift up to 50 pounds, be on your feet all day, and do a lot of walking.*
- Proficient in Word, Excel, PowerPoint and social media management.*
- Post daily updates on social media accounts, and have knowledge of Facebook's advertising platform, maintain and update the NLTS website & PowerPoint.*
- Responsible for Opening & Closing of Shop.*

Only serious candidates need to apply.

Job Closes: When the position is filled.

Job Type: Full-time - Pay: From \$37,000.00 per year, plus - Employee discount.