



Now Hiring: ReStore Manager – Saint John

Habitat for Humanity New Brunswick is currently seeking an experienced, energetic and hands-on retail professional to lead our Saint John ReStore.

Habitat ReStore gives new and gently used furniture, appliances, building materials, home décor and more a second life through resale. In doing so, ReStore helps reduce waste and keeps reusable materials out of landfills, while proceeds from sales help fund Habitat for Humanity's work right here in New Brunswick.

The ReStore Manager oversees the operation and leadership of a team of staff and volunteers while also focusing on sales, customer and donor experience. The ideal candidate is a retail professional with previous hands-on experience managing and leading a team.

Key Responsibilities

Leadership & Team Management

- Provide hands-on leadership to staff and volunteers, leading by example and working alongside the team.
- Train, coach and support team members while establishing clear expectations and encouraging strong performance.
- Manage scheduling, daily workloads and priorities.
- Assist with recruitment, hiring and onboarding.
- Foster a respectful, collaborative and team-focused workplace.
- Recognize and nurture the important contribution of ReStore volunteers.

Retail Operations & Growth

- Oversee daily store operations and maintain an organized, welcoming and customer-focused environment.
- Maintain a strong presence on the sales floor and ensure excellent customer and donor service.
- Oversee the flow of donated inventory from receiving through pricing, merchandising and sale.
- Continually assess store layout, displays and product placement to improve traffic flow, visibility and customer appeal.
- Bring fresh ideas to merchandising, promotions and the overall shopping experience.
- Identify opportunities to increase sales, donations, customer traffic and community awareness.
- Ensure store procedures and organizational policies are consistently followed.
- Oversee the maintenance and proper use of ReStore equipment, tools and vehicles.
- Work with the Habitat NB leadership team on sales strategies, promotions and marketing initiatives, including social media content.



Finance & Administration

- Monitor daily cash transactions, reconciliations and deposits.
- Follow established financial procedures and controls.
- Work toward operational, sales and financial goals while maximizing revenue in support of Habitat NB's charitable mission.
- Complete required administrative responsibilities accurately and on time.

Health & Safety

- Maintain a safe, clean and organized environment for staff, volunteers and customers.
- Ensure team members receive appropriate safety training and follow established procedures and regulations.
- Ensure incidents are properly documented and safe work practices are regularly reinforced.
- Ensure donated products meet appropriate standards for safe and legal resale.

The successful candidate will ideally bring:

- Previous retail management and/or supervisory experience.
- Strong leadership, coaching and interpersonal skills.
- A hands-on, team-oriented management style.
- Excellent customer service, organizational and problem-solving abilities.
- Creativity and an eye for merchandising, displays, store layout and presentation.
- Enthusiasm for identifying opportunities to grow sales and improving customer experience.
- Comfort working with constantly changing, one-of-a-kind inventory.
- The ability and willingness to assist with the physical demands of a busy ReStore environment when required.
- Working knowledge of Microsoft Office applications.
- An appreciation for Habitat for Humanity's charitable mission and the important role of volunteers.

Additional Requirements:

- A satisfactory criminal record check will be required.
- A valid driver's license and minimal use of a personal vehicle are required. Mileage will be reimbursed.
- The ability to drive a 16-foot cube truck is not necessary, but would be considered an asset.
- Bilingualism would also be considered an asset.

Compensation & Benefits

Starting salary: \$50,000–\$53,000 annually, based on experience. Compensation is reviewed annually.

An employee benefits package is also available, including health and dental coverage, long-term disability and RRSP matching.