



Springvale Learning and Activities Centre has a fantastic full-time employment opportunity for someone who thrives on a challenge and responsibility, enjoys dealing with people and has a strong business acumen to manage the store, and lead the team of volunteers at our Social Enterprise – CoCO's Community Creating Opportunities.

The economically disadvantaged communities in Dandenong do not have access to retail opportunities to buy quality goods at prices that they can afford. These community members lack access to inclusive, socially safe and enjoyable local shopping experience.

Through the provision of retail advice and access to affordable goods, CoCO's allows the community to buy the goods they need to be an active member of society (job interview, parent teacher interview, weddings, personal care, etc.), and alleviates financial stress related to the purchase of these goods in the mainstream.

We are currently looking to recruit an enthusiastic Op Shop Manager to join our dynamic team. Reporting to the Operations Manager and liaising with our Community Development Officer, the Op Shop Manager is responsible for the effective management of our Retail Op Shop to safely and effectively generate positive community engagement, in turn, generate sustainable income revenue. Through strong people leadership and business management this full time role will drive, inspire and motivate Op Shop Volunteers to deliver excellent customer service, effective merchandise management and community engagement.

To be considered for this role, you will have:

- A solid background in retail management across all areas including safety, pricing, rostering, stock and facilities management.
- Sound experience leading, coordinating and coaching people to meet plans and objectives. Volunteer management experience will be an advantage.
- Sound financial acumen.
- Well-developed communication and relationship management skills; exceptional customer service skills.

- A proactive and systematic approach to planning and time-management.
- Intermediate computer skills, including MC Office suite.
- A current driver's license and access to reliable car.
- Current Police Check and Working with Children Check
- It is desirable that you have tertiary qualifications in management or business related areas.

Should you have any questions regarding the role or to request a copy of the job description, please contact Christine on learning@springvalelac.org.au

To express your interest for this rewarding position, please submit your resume and covering letter detailing your relevant experience and addressing the above criteria to manager@springvalelac.org.au. Applications close COB Thursday, 21st January 2021.