

Gift Shop Co-ordinator, Retail Sales Assistant & Sorting Assistant Permanent Part-time

Reverse Garbage Queensland is currently seeking an organised and energetic person to join our team in the multifaceted role of Gift Shop Co-ordinator, Retail Sales Assistant and Sorting Assistant. We are seeking someone who is keen to make a positive contribution to a not-for-profit organisation and passionate about issues surrounding sustainability, the environment and waste reduction. This is a permanent part-time position for three, days per week.

Reverse Garbage Queensland is a not-for-profit re-use centre located in Woolloongabba, Brisbane. We collect high quality industrial discards from a wide range of industries around the Greater Brisbane Area, diverting them from landfill to make them available at low cost to the community through our warehouse at 20 Burke Street. We also operate a Gift Shop, the Reverse Emporium, stocked with items made by local artisans who work with salvaged materials and an Environmental Arts Education Program using these salvaged materials that caters for all ages.

The successful applicant will be responsible for managing the Reverse Emporium (one day per week) with tasks including visual merchandising and stock arrangement in the gift shop, pricing and managing the gift shop inventory, liaising with and sourcing new gift shop suppliers and processing monthly gift shop supplier payments. They will also provide a high level of customer service to our retail warehouse customers and perform cash handling and end-of-day reconciliation tasks at our sales counter. Whilst not engaged in serving customers, the successful applicant will perform other duties in our retail warehouse business, such as sorting donated materials.

Applicants will also be required to work an additional day in our warehouse one Saturday approximately every four weeks on a rotating roster in sorting or sales, as well as participate in other work of the cooperative.

We are seeking someone who is keen to make a positive contribution to a not-for-profit organisation and passionate about issues surrounding sustainability, the environment and waste reduction. We are especially seeking individuals interested in the potential to play a significant role in the management of our worker-run co-operative by, in time, becoming a director of the co-op.

Selection Criteria:

Essential skills/experience:

- Engaged in the growing 'hand-made' sector
- Actively interested art and/or craft practices
- Retail sales management/customer service experience
- Excellent verbal and written communication skills
- Excellent organisational and time management skills
- Ability to self direct and work effectively both independently and as part of a team
- Computer literacy
- Ability to keep appropriate records in both paper and digital format
- A strong commitment to environmental protection
- Good general fitness and dexterity

Desirable but not essential skills/experience:

- Visual merchandising
- Graphic Design
- Social Media promotions
- Work in a community based organisation
- Understanding of the philosophy and practice of consensus decision making
- Ability to interpret financial reports and budgets
- Ability to develop policies and procedures
- Ability to assist with strategic planning

Remuneration: This is a permanent part time position. The wage is \$22.33 per hour and is based on the General Retail Industry award. Normal award penalty rates apply for Saturday work.

For further information, please call Bill Ennals (Monday to Wednesday) on (07) 3891 9744.

Applications close at 5pm Monday 27 September 2021 with a commencement date shortly after.

Please send a letter of application addressing the above criteria (max 2 pages) and a short curriculum vitae (max 2 pages) including two professional referees to: humanresources@reversegarbageqld.com.au.