

Administrative/Business Operation Clerk

Location: New Life Thrift Shop, 34686 Jiffy Way, Lewes, DE 19958 Phone: (302)644-0171

Job Type: Full-time

Salary: \$37,000.00 per year (No benefits) - Schedule 5x8 – No nights – Saturdays required.

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

The Administrative 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 maintain our website, PowerPoint, and Excel worksheets, and handle increasing responsibilities.

Job Description

- Ability to work with numerous volunteers
- Post daily updates on all social media accounts.
- Create updated PowerPoint advertising.
- Maintain and update the NLTS website.
- Cashiering & Banking
- Operate Opening & Closing of Shop
- Work closely with NLTS manager to achieve ongoing goals.

Job Duties

- Experience in social media management.
- Proficient in Word, Excel, and PowerPoint.
- Designing advertisements, Flyers, Posters, Leaflets, etc.
- Knowledge of Facebook's advertising platform.
- Maintain files and scheduling.
- Ability to have projects done in a timely manner.
- Answering phone calls, and having excellent communication skills.

Only serious candidates need to apply. Send Resume to: newlifethriftshopaa@gmail.com

Job Closes: When the position is filled