

華埠基金
VANCOUVER
**CHINATOWN
FOUNDATION**

Position Title: Store Manager, Foo Hung Curios

Start Date: Immediate

Location: 168 East Pender Street, Vancouver, BC

Role Overview

This position will lead the operations of the Vancouver Chinatown Foundation gift shop, Foo Hung Curios, at the Chinatown Storytelling Centre. Responsibilities include various administration duties, such as data entry for the merchandise and point of sale system, inventory control, and sales support duties, all via Shopify. We are seeking a self-starter who has a high degree of attention to detail and is comfortable with the fast-paced nature of a small retail operation.

The Foo Hung Curios Store Manager plans and directs the day-to-day operations of the store. The successful candidate will develop strategies to improve customer service, drive store sales, increase profitability, and will work with various Vancouver Chinatown Foundation departments to expand marketing programs that will increase sales and grow the existing customer base. Candidates must be able to work flexible hours, including weekends and holidays.

Primary Responsibilities

- Organize all store operations and allocate responsibilities to personnel
- Supervise and guide staff and volunteers towards maximum performance
- Prepare and control the store's budget for minimum expenditure and efficiency
- Monitor stock levels and purchases to ensure they stay within budget
- Ensure high level of customer satisfaction through excellent service
- Resolve customer inquiries and complaints in a professional and timely manner
- Plan and oversee in-store promotional events or displays
- Analyze sales and revenue reporting via Shopify and make forecasts
- Plan inventory and workshops in collaboration with CSC exhibits and VCF special events

Requirements

- Strong commitment to the mission and vision of VCF and CSC
- 3-5 years of retail sales and management experience
- Excellent knowledge of retail management software (Shopify)
- Excellent organizational, time management, prioritization, and multitasking skills
- Ability and desire to interact with donors, volunteers, and general public in a positive manner
- Ability to work independently
- Ability to work well with others using a professional manner
- Demonstrated ability to lead by example

What We Offer

- Full benefits package
- Competitive salary
- Meaningful work with a social purpose
- A diverse working environment in the heart of historic Chinatown

Working at the Vancouver Chinatown Foundation is about joining a dynamic passionate team focused on creativity and innovation to revitalize Chinatown in the city of Vancouver.

This is an in-office position with Thursday to Monday working hours to coincide with the hours of the Chinatown Storytelling Centre. Schedule will include some evening and weekend work.

Please submit a **cover letter and your resume** to careers@chinatownfoundation.org.

We are committed to equal employment opportunities regardless of race, colour, religion, national origin, sexual orientation, age, marital status, disability, gender identity, or Veteran status. We wish to thank all applicants for their interest and efforts in applying for the position, however only candidates selected for interviews will be contacted.