

## POSITION AVAILABLE

Outreach Community Ministries, Inc. (OCM) is an interdenominational, Christian, community service organization. We are seeking to attract and hire a diverse staff of highly competent professional employees.

**Position Title:** Resale Store Warehouse Manager

**Division:** Jubilee Furniture Company—Carol Stream, IL  
Jubilee Furniture Company (JFC) is a used furniture resale outlet that generates income after expenses to support the ministries of Outreach Community Ministries. JFC also provides in-kind furniture contributions to other charitable organizations in support of their work with families in need.

**Job Responsibilities:** The Warehouse Manager is responsible for completing furniture pickups; overseeing furniture pick up volunteers and scheduling all maintenance and repairs for the Jubilee Furniture truck. Additionally, the Warehouse Manager is responsible for assisting with on-site management of the store's operations: furniture repair, showroom presentation and sale days; managing on-site volunteers and community service workers and maintaining and supervising the dock/receiving area. The Warehouse Manager also attends monthly meetings with the JFC Leadership Team.

**Requirements:** Valid IL Driver's License, auto insurance and good driving record required. Must have or be able to obtain a CDL license. Previous transportation, furniture delivery and furniture repair experience strongly preferred. Strong customer service, communication and organizational skills; basic computer skills (Internet, Microsoft Word). Team-player and the ability to work well with staff and volunteers. Able to move large-sized furniture independently and the ability to lift up to 75-100lbs. A commitment to OCM's Statement of Mission and Faith is required.

**Status:** Full-time. Daytime hours Tues. thru Thurs., Fri. 12pm–8pm and Sat. 8:30am–4:30pm. One Tues. evening each month for leadership team meeting. Position reports to JFC General Manager.

**Salary Range:** Salary for this position falls between \$29,800 – 38,675 based on skills and experience. A salary bonus option may be available annually based on store sales.

**To Apply, Send Resume to:** Heather Smith, Outreach Community Ministries  
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