



ReSource, Boulder Colorado's used building materials sales facility, is looking for an Assistant Manager. The ideal candidate will have the following skills:

- Building material knowledge
- Organization and multi-tasking
- Ability to lift 50lbs
- Customer service
- Basic computer knowledge
- A strong desire to learn about sustainable building materials and reuse
- [A full job description can be found here.](#)

Compensation includes health and dental care, paid vacation and holidays, discounts at ReSource and the Center for ReSource Conservation and much more. Salary starts at \$12 per hour. Apply in person at ReSource or contact ReSource Senior Manager McCaren Avalon at mavalon@resourceyard.org



Job Description

Position: ReSource Assistant Manager

Program: ReSource

Reports To: ReSource Manager

Time Commitment: Full Time

Primary Responsibilities: Assist in the Management of the ReSource Boulder Store

Help manage the ReSource sales facility to maximize **waste diversion**, maintain and increase **profitability**, **acquire materials** and create a professional and **safe work and retail environment**.

Be point person at ReSource when manager is absent.

Schedule staff and help maintain labor goals.

Update new materials on the ReSource websites.

Communicate to customers about Resource s hours (that change) and closures.

Check and respond to phone messages and ReSource email.

Must have basic computer skills, knowledge of building materials and retail pricing, excellent communication, problem solving and customer service skills, a positive attitude and thrive in a fast paced, unique environment. Construction experience a plus.

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