



Northwest Christian Thrift Store
6607 North Maple Street
Spokane, WA 99208
(509) 326-1522

Administrative Coordinator

Reports to: General Manager

Location: NWCS Thrift

GENERAL AREA OF RESPONSIBILITY

The Administrative Coordinator supports the efficient operation of the thrift store by managing a variety of back-office tasks and administrative functions. This position involves but is not limited to handling scheduling and approval of employee hours, supply ordering, purchase coding and other essential administrative duties to ensure the smooth functioning of the store.

ORGANIZATION COMMITMENT

- **Christian Commitment:** This position shall model a life of personal commitment to Jesus Christ. He/she will agree to the Schools' Statement of Faith.
- **Team Player:** This position must demonstrate a flexible mindset when working on responsibilities, duties, and group projects. They shall demonstrate their leadership skills not from the top but as a team player who can serve effectively for another team leader.

JOB RESPONSIBILITIES

- Responsible for till management, including daily reconciliation of cash drawers at close of store, preparation of tills for the subsequent shift, preparing and depositing daily cash receipts, and ensuring cash deposits agree to point of sale reports.
- Support General Manager in creation and maintenance of employee schedules and coordinate with department managers to ensure adequate coverage for shifts.
- Support General Manager with approval of employee timesheets, ensuring accuracy and compliance with company policies.
- Review and code invoices and credit card statements in preparation for payment by NWC Business Office
- Monitor inventory levels of office, cleaning, merchandising, sales and other supplies needed for the day-to-day operations of the store. Place orders as needed, ensuring timely delivery and avoiding overstock.
- Assist in preparing reports, presentations, and other materials for meetings or presentations.
- Handle incoming calls, inquiries, and requests, redirecting them as necessary and ensuring prompt and courteous responses.
- Assist General Manager in drafting and distributing important store communications.
- Attend department, organization and other meetings or training as required.

- Assist in processing job applications, scheduling interviews and coordinating new employee onboarding.
- Provide outstanding customer service to customers and work to resolve questions or requests.
- Other duties as assigned.

QUALIFICATIONS

Experience:

- Experience in an administrative role, preferably retail or a similar environment.
- Prior experience with retail POS systems preferred.
- Experience assisting or creating marketing materials preferred.

Skills:

- Proficiency in office software applications such as Microsoft Office Suite.
- Strong organization and time management skills.
- Excellent communication skills, both verbal and written.
- Ability to make decisions and problem solve when issues arise.

Physical Expectations:

- Must be able to lift 30 pounds.
- Must be able to stand/walk for extended periods.
- Must be able to climb a ladder and stack boxes on shelves.

BENEFITS AND WORK SCHEDULE

- Compensation Range: \$16.66-\$18.00 per hour DOE
- Average weekly hours: 25 hours/week, Monday-Friday with possibility of occasional weekends
- Benefits: Eligible for tuition discount
- Time Off: Personal leave

Northwest Christian is an equal opportunity employer.

The job description does not constitute a written or implied contract of employment. Organization reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skills, and experience required.

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