



**JOB ANNOUNCEMENT: Warehouse Manager**

**GENERAL:** Manager for the Architectural Parts Warehouse as an employee of the Historic Albany Foundation (HAF) team, yet has independent retail operation duties. HAF wishes to expand the Warehouse with a new computerized inventory system, to recruit new volunteers and to expand inventory. Position is part time, with additional hours for salvage and HAF events.

**LOCATION:** 89 Lexington Avenue, Albany, NY 12206.

**DUTIES:** Manage all aspects of Architectural Parts Warehouse, including but not limited to, sales and tracking inventory; handling all sales transactions; providing answers to the public, mainly historic property owners, on appropriate restoration methods and items to use; accept donations of salvage and process appropriate paperwork; coordinate and manage volunteers during hours of operation and salvage "jobs"; coordinate salvage "jobs" in the local and Capital Region area; light maintenance duties for all physical plant including warehouse, offices and grounds, and Historic Albany Foundation van; in discussion with Executive Director, decisions about advertising budget and placement; developing a computerized inventory system (in 2012) to maximize sales and track inventory to coordinate with HAF accounting systems; ability to recruit new volunteers and volunteer retention.

**QUALIFICATIONS:** Must be able to work independently while also be part of a "team"; comfortable with and skilled with computers; outgoing and personable; knowledge of retail, construction, historic preservation, maintenance and repairs or a more specific construction discipline; supervisory skills; flexibility to salvage; ability to lift heavy objects a plus. Need a NYS valid driver's license.

**SCHEDULE:** Hours of operation for the Warehouse are Wednesday-Friday, 12 noon to 5 PM and Saturdays, 9 AM to 5 PM. Must be available for salvage outside Warehouse hours.

**SALARY:** \$23,400 plus benefits.

**SEND** cover letter and resume to Susan Holland, Executive Director, Historic Albany Foundation, 89 Lexington Avenue, Albany, NY 12206, (518) 465-0876 ext. 11 or email (preferred) [sholland@historic-albany.org](mailto:sholland@historic-albany.org).

**RESUMES** will be accepted on a rolling basis. Expected start date is February 8, 2012, Wednesday or before.

**89 Lexington Avenue\*Albany, NY 12206\*[www.historic-albany.org](http://www.historic-albany.org)\*(518) 465-0876**