

Job Posting ReStore Warehouse and Procurement Coordinator (Grand Forks)

Habitat for Humanity is recruiting for an energetic, multi-tasking Restore Warehouse and Procurement Coordinator for our Grand Forks store. This is salaried, full-time, permanent position with an accompanying extended benefits package.

About Habitat for Humanity Southeast British Columbia (Habitat SEBC):

Habitat for Humanity Southeast BC is a non-profit housing organization that empowers families through affordable home ownership. Habitat for Humanity's home ownership model empowers families to invest in home ownership, building strength, stability and self-reliance for families and for the community. Our Habitat ReStores are home and building supply stores that accept and resell quality new and used building materials, furniture, appliances and home décor. The Grand Forks ReStore generates funds to support Habitat for Humanity homebuilding projects and to support our work with Habitat Partner Families in the Boundary, West Kootenay and East Kootenay regions. Your work at the Habitat ReStore directly supports affordable housing in your community.

About Grand Forks:

Grand Forks is located in the heart of the Kootenay Boundary region and is an outdoor enthusiast's dream. Whether you love biking, hiking, skiing, snowing, fishing, lakes or rivers, Grand Forks has something for everyone. Warmer months find the area bustling with tourists coming to enjoy the unparalleled beauty of the sunshine and the stunning area. In the winter you can find many locals at the nearby ski hills, ice fishing, or enjoying our local amenities like the excellent public art gallery and recreation complex. Many ongoing seasonal events will keep you entertained and plugged into the community. If you're looking to escape the faster pace of the big city without losing the benefit of amenities and recreation, Grand Forks may be your new home.

Job Summary:

The ReStore Warehouse and Procurement Coordinator assists the ReStore Manager by coordinating day-to-day warehouse and procurement operations at one of the Habitat for Humanity Southeast BC ReStores. The position supports product sales and store profitability through daily coordination of the store warehouse, donation delivery and pickups, donation preparation and repair, customer service and volunteer management, in support of the ReStore's sales and Habitat for Humanity's mission.

Key Duties & Responsibilities:

Warehouse Coordination, Procurement and Product Handling

- Assists the ReStore Manager to determine the customer demand of specific used and surplus building materials and household goods.
- Works with the ReStore Manager to develop a long-term donation and procurement strategy.
- Assesses potential donations according to condition and sale ability and either accept or decline the items.
- Receives, records, tests, repairs, cleans, and prices incoming donated items and appliances in compliance with current ReStore policies and procedures.
- Researches and values items for sale.

We build strength, stability and self-reliance.

- Maintains organization, storage, safety and cleanliness of warehouse area.
- Coaches and works with volunteers in the ReStore warehouse.

Pick-up and Delivery Driver

- Picks up and/or delivers community donations and product for sale in the Habitat ReStore.
- Is responsible for the care and use of the ReStore vehicle in their possession.
- Ensures all loads are effectively secured to prevent the movement of materials during transport.
- Operates the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect, or disrespect of the equipment.
- Obeys all traffic laws and provincial requirements relative to vehicle inspection and weigh scale reporting.
- Adheres to the manufacturer's recommendations regarding service, maintenance, and inspection.

Customer Service

- Greets and serves customers and provides excellent customer service.
- Promotes the sale of stock to customers.
- Promotes the Habitat mission with customers.
- Works with the ReStore Manager to promote Habitat for Humanity and create a positive association with the community.

Other duties as needed and/or assigned by the ReStore Manager.

Required Skills, Experience and Education:

- Good knowledge of the various products handled by the ReStore. Knowledge of building supplies and of home construction and renovation projects a definite asset.
- Valid BC Class 5 driver's license required. (Habitat SEBC may require a driver's license abstract at any time.)
- Good communication skills and the ability to deal with a range of personalities and temperaments
- Enjoy working in a fast-paced environment, with an ability to successfully multitask
- No criminal record; a criminal record check will be completed
- First Aid training
- Physically fit to work in a warehouse environment; able to lift at least 50 pounds
- Computer knowledge and skills
- Interest and willingness to work in support of the Habitat for Humanity mission an asset

Working Conditions and Physical Requirements:

- Location: Habitat Southeast BC ReStore in Grand Forks, British Columbia.
- Works in collaboration with other Habitat SEBC ReStore staff
- Weekend/Saturday work required. Occasional requirement to work outside of regular schedule.
- Heavy lifting required.
- Habitat SEBC requires that all COVID19 protocols in place under BC Public Health Order and/or by Habitat SEBC policy and procedure are strictly followed by staff.
- Now in effect until further notice: all new Habitat SEBC staff must be vaccinated against COVID-19
- **Salary:** Starting Salary is \$37,500 – 45,000 plus extended benefits, paid vacation and sick time.

PLEASE APPLY VIA COVER LETTER AND RESUME, INDICATING YOUR INTEREST, AND RELATED SKILLS AND EXPERIENCE.

PLEASE email your application to gfrestore@telus.net, or drop it off at the Grand Forks ReStore.