

Job Posting ReStore Sales Associate

Habitat for Humanity is recruiting for an energetic, multi-tasking Restore Sales Associate for our Grand Forks store.

NOTE: This is a part-time position with varying hours.

About Habitat for Humanity Southeast British Columbia (HFHSEBC):

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.

Job Summary:

The **ReStore Sales Associate** assists the ReStore Supervisor and Warehouse Coordinator by ensuring day-to-day tasks and responsibilities are coordinated and completed at one of the Habitat for Humanity Southeast BC ReStores. The ReStore Sales Associate supports product sales and store profitability through daily coordination of the store warehouse, donor materials, store volunteers, customer service and retail sales in support of the ReStore's sales targets and Habitat for Humanity's mission.

Key Duties & Responsibilities:

Product Handling

- Assists the ReStore Supervisor and Warehouse Coordinator to determine the customer demand of specific used and surplus building materials and household goods.
- Assesses potential donations according to condition and sale ability and either accept or decline the items.
- Cleans, repairs and processes donated items and appliances as required.
- Researches and values items for sale.
- Provides merchandising layout and organization in order to maximize sales.
- Ensures the safety and cleanliness of the store, adhering to Habitat ReStore safety policies.

Customer Service

- Greets and serves customers, making sure to provide consistent and superior customer service at all times.
- Promotes the sale of stock to customers.
- Promotes the Habitat mission with customers.

Volunteer & Staff Management

- Coaches and works with volunteers in maintaining the ReStore, receiving product and serving customers.
- Works with the ReStore Supervisor to recruit volunteers and junior or casual staff.
- As directed by the ReStore Supervisor, coordinates staff and volunteer schedules.
- Ensures appropriate customer service procedures are used by volunteers and junior staff.

We build strength, stability and self-reliance.

Public Relations, Marketing and Advertising

- Assists Restore Supervisor with marketing, advertising and social media related to the ReStore.
- Works with the ReStore Supervisor to develop a long-term donation and procurement strategy.
- Works with the ReStore Supervisor to promote Habitat for Humanity and create a positive association with the community.

All other duties as needed and/or assigned by the ReStore Supervisor.

Required Skills, Experience and Education:

- Enjoy working with people – customers, volunteers and staff
- Enjoy working in a fast-paced environment, with an ability to successfully multitask
- High level of personal integrity – honest and dependable
- A passion for recycling and or re-purposing items
- Valid BC Class 5 driver's licence
- A clean 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
- Excellent verbal and written English skills
- Basic or better computer knowledge and skills
- Knowledge of building supplies and of home construction and renovation projects an asset.
- Interest and willingness to work in support of the Habitat for Humanity mission.

Working Conditions and Physical Requirements:

- Location: Habitat Southeast BC ReStore in Grand Forks, British Columbia.
- Works in collaboration with other HFHSEBC ReStore staff
- Weekend/Saturday work required.
- Heavy lifting required.
- Habitat Southeast BC requires that all protocols in place under a BC Public Health Order and/or by Habitat SEBC policy and procedure are strictly followed by staff.

Hourly wage: \$17 (starting) to \$21 per hour, part-time as needed

Start Date: As soon as possible or date available.

APPLICATION DEADLINE: Until position filled.

We encourage early applications!

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

**PLEASE email your application to executive.director@hfhsebc.org
or
drop it off at the Grand Forks ReStore, 7281 5th Street.**