

Job Posting ReStore Sales Associate

Habitat for Humanity is recruiting for an attentive, dependable, people-person to work as Restore Sales Associate in our Castlegar store.

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

Habitat for Humanity Southeast BC is Canadian registered charity, and not-for-profit housing organization that supports local 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 Castlegar 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.

We currently have a new housing build project underway in Castlegar to complete a fourplex providing affordable homeownership for four local Habitat Families! Your work at the Castlegar ReStore will help fund this important project in your community.

Job Summary:

The ReStore Sales Associate assists the ReStore Supervisor by supporting day-to-day operations at the Castlegar Habitat ReStore. The ReStore Sales Associate supports product sales through daily organization and coordination of donor materials, customer service and retail sales, and volunteers in support of the ReStore's sales targets and Habitat for Humanity's mission.

Key Duties & Responsibilities:

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.

Product Handling

- Assists the ReStore Supervisor 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.
- Helps ensure safety and cleanliness of the store, adhering to Habitat ReStore safety policies.
- Daily store cash-in and cash-out, and related reporting.

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.

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:

- Interest and willingness to work in support of the Habitat for Humanity mission!
- 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
- Good verbal and written English skills
- Basic or better computer knowledge and skills
- A clean criminal record; a criminal record check will be completed
- Passion for recycling and or re-purposing items an asset
- Physically fit to work in a warehouse environment an asset
- Knowledge of building supplies and of home construction and renovation projects an asset
- Valid BC Class 5 driver's licence an asset
- First Aid training an asset

Working Conditions and Physical Requirements:

- Location: Habitat ReStore in Castlegar, British Columbia.
- Full-time positions (40 h/week) are paid via salary, with extended medical benefits and paid vacation and sick time. Part-time positions are hourly paid.
- Works in collaboration with other Habitat SEBC ReStore staff and volunteers
- Weekend/Saturday work required.
- Heavy lifting may be required.
- Habitat Southeast BC 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.

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

We are accepting applications for both part-time and full-time positions. Please indicate your interest in your cover letter.

START DATE: November 2022

APPLICATION DEADLINE: November 4th, 2022.

PLEASE email your application to executive.director@hfhsebc.org.