



Warehouse Receiver

North Calgary ReStore

Type: Part-time
Reports To: Assistant Manager, North Calgary ReStore

Company Profile:

The Habitat for Humanity ReStore sells new and gently used furniture, appliances, building materials at 40-80% below regular retail prices. Products are donated by households and businesses in the community, and the proceeds from the sale of these products support Habitat for Humanity in southern Alberta. With revenues exceeding \$3 million annually, the ReStores in Calgary and Medicine Hat address an important community need, support environmental responsibility, and together, make up one of the largest ReStore operations in Canada.

Role:

As the Warehouse Receiver, you will be responsible for ensuring accurate and seamless reception and processing of incoming donations. You must understand the impact of this position to other business functions that depend on the accuracy and efficiency of receiving products. Inventory management and vendor relations with donors, customers and shipping companies are essential functions for this position. At times, you will be the first person that a donor will meet, so you must be an ambassador for the organization and represent Habitat for Humanity Southern Alberta in a professional manner.

Key Responsibilities:

- Prepare warehouse receiving area to accept incoming products.
- Stage warehouse area and create space for priority donations.
- Maintain a safe and clean work environment always.
- Oversee the accurate and secure loading and unloading of shipments.
- Inspect products to ensure a saleable condition.
- Follow pricing guidelines and ensure products are priced competitively for the ReStore market.
- Process all required paperwork and enter donations into the system. Complete appropriate appliance paperwork protocols.
- Maintain adequate records for reporting and tracking.
- Confirm all products put in overhead are clearly marked with the proper paperwork as to SKU's and quantities.
- Follow safe operating procedures for forklift and pallet jacks.
- Collaborate with Restore South Calgary and Medicine Hat's Warehouse Team for product transfers.

Qualifications:

- Customer service experience and skills.
- Excellent problem solving, decision making and computer skills.
- Effective planning and organization skills.
- Capacity to work under pressure in a fast-paced environment.
- At least one-year warehouse experience.
- Certification in WHMIS and First Aid.
- Able to work flexible schedule including evening and weekend hours.



Physical Requirements:

- Able to lift 50 pounds independently, more with a partner

Application Deadline: Monday, May 20th, 2019

Please send your resume and cover letter to restorejobs@habitatsouthernab.ca

The Habitat for Humanity ReStore is an equal opportunity employer. We thank all applicants for your interest in this position. Only those selected for an interview will be contacted. No phone calls or emails please.