

Position Profile
Driver – Full Time
Distribution Center Calgary North

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 \$4 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.

ReStore is looking for people, who want opportunities to develop and grow, take initiative and work well within a team environment! We are currently looking for a Full-Time Driver (*weekend availability*) to join our Distribution Centre Calgary North.

Habitat for Humanity Southern Alberta ReStore's value their employees and provides a comprehensive and competitive benefit program including:

- Benefit Program
- Sick days
- (2) weeks paid vacation time (equivalent to weekly hours worked)
- Employee & Family Assistance Program

Key Responsibilities:

- Work closely with Dispatch, and your Drivers Assistant in the receiving and coordination of pick-up donations.
- Maintain good working relationship with customers, donors, suppliers, homeowners, staff and volunteers, and provide exceptional customer service.
- Problem-solves all donation and delivery issues including, but not limited to, declining donations when appropriate.
- Contacts Warehouse Manager, Manager Business Relations, when concerns/incidents occur where assistance is needed.
- Works closely with the Dispatcher and Warehouse Manager in receiving and scheduling of pick-ups; flexible in dealing with changing dynamics associated with scheduling.
 - Able to adjust schedule to accommodate last minute changes.
- Work closely with the Drivers assistant to ensure all donor forms are completed and updated accurately to reflect donations placed on the truck.
- Work collaboratively with Warehouse Receivers when bringing in donated goods and assist with all warehouse tasks and responsibilities as needed.
- Works collaboratively with Receivers when bring in donated goods.
- Ensures that product is secured for transportation.
- Follow all safety policies and procedures.

Skills/Qualifications:

- Valid Class 5 Alberta Driver's licence and a clean driver's abstract to be maintained and updated on a yearly basis.
- Comfortable driving a 3-ton or 5-ton cube truck.
- Proven communication, interpersonal, conflict resolution and problem-solving skills.
- Friendly phone manners.
- Patience and good listening skills when dealing with individual donors.
- Takes great pride in completing a job with accuracy, proficiency, and effectiveness.
- Excellent organizational and time management skills.
- Capacity to work under pressure in a fast-paced environment.
- Ability to regularly adapt to changing needs of the organization.
- Ability navigate around the city (read maps, follow driving directions).
- Capacity to work under pressure in a fast-paced environment.
- Must be over 25 years of age to meet insurance requirements.
- First Aid Certification is considered an asset.
- Q- Endorsement license (Air Brakes) is considered an asset.

Physical Requirements:

- Capable of lifting 50 pounds independently, more with a partner.

Application Deadline: June 5, 2023

Please send your resume and cover letter to jobs@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.