

Position Profile
Dispatcher - 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 Dispatcher.

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

- Health & Dental benefit Program
- Sick days
- Starting 3 weeks paid vacation time
- Employee & Family Assistance Program
- Employee discounts

Skills/Qualifications:

- Proven excellent customer service experience and skills
- 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 data and computer skills,
- Excellent organizational, administrative, and time management skills
- Prioritize effectively and communicate well with others
- Capacity to work under pressure in a fast-paced environment
- Ability to regularly adapt to changing needs of the organization
- Knowledge of DIY (do it yourself) building projects and materials
- Certification in First Aid considered an asset

Application Deadline: January 20, 2021

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.