

Driver's Assistant

Distribution Centre, North Calgary ReStore

Type: Full-time
Hours: 40 per week (either Monday-Friday or Tuesday-Saturday as required according to need, 8:30 AM to 5:00 PM)

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 Driver's Assistant, your primary role is to pick up and deliver all donations efficiently and safely, while representing the company in a respectful and positive manner. You will work closely with the Driver to coordinate the delivery schedule, plan daily routes, provide customer service, and ensure the safety and security of donations in transit. You will be an ambassador for the organization, as the initial person a donor will meet, and must represent Habitat for Humanity Southern Alberta in a professional manner.

Key Responsibilities:

- Work closely with the Driver in the receiving and scheduling of pick-ups.
- Maintain good working relationship with customers, donors, suppliers, homeowners, staff and volunteers and provide exceptional customer service.
- Work closely with the Driver to ensure all donor forms are completed and updated accurately to reflect donations placed on the truck.
- Work collaboratively with Receivers when bring in donated goods and assist with all warehouse tasks and responsibilities.
- Follow all safety policies and procedures.

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 5-ton, or 3-ton, cube truck.
- Proven excellent customer service experience and skills.
- 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:

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

Application Deadline: Thursday, September 24th, 2020

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.



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.