



## Warehouse Receiver – Part-Time South Calgary ReStore

**Type:** Part-time  
**Reports To:** South Calgary ReStore Sales Manager

### 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 first point of contact with our donors, the Warehouse Receiver is a critical part of the Distribution Centre Team. They will be responsible for ensuring accurate and seamless reception and processing of incoming donations, and will build and maintain strong relationships with donors, customers and shipping companies. This position highly impacts the day-to-day operations of the business as well as contributes to the long-term growth of the company. The Warehouse Receiver must be an ambassador for the organization, representing Habitat for Humanity Southern Alberta in a professional manner.

### Key Responsibilities:

- Prepare warehouse receiving area to accept incoming products and maintain space for priority donations.
- Maintain a safe and clean work environment.
- Oversee the accurate and secure loading and unloading of shipments.
- Inspect products to ensure saleable condition.
- Follow pricing guidelines and ensure products are priced competitively for the ReStore market.
- Ensure all required paperwork is in order and complete and receive donations into the system.
- Maintain adequate records for reporting and tracking.
- Confirm all products put in overhead are marked.
- Collaborate with our ReStore locations for product transfers.
- May be required, from time to time, to assist the drivers with truck runs

### Skills & Qualifications:

- Current forklift license.
- Proven excellent customer service experience and skills.
- Excellent problem solving, decision making and computer skills.
- Effective planning and organization skills.
- Demonstrated attention to detail
- Capacity to work under pressure in a fast-paced environment.
- One-year (or more) warehouse experience.
- Certification in WHIMIS and First Aid.
- Able to work flexible hours.



### **Physical Requirements:**

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

### **Application Deadline:**

**Application Deadline: Friday, January 31, 2020**

Please send your resume and cover letter to [restorejobs@habitatsouthernab.ca](mailto: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.*