

Warehouse Receiver – 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 Warehouse Receiver** 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:

- Prepare receiving area to accept incoming products.
- Always maintain a safe and clean work environment.
- Receive and price incoming product/shipments and verify accuracy of product received.
- Inspect products to ensure a saleable condition.
- Verify products are associated to the correct Purchase Order.
- Process all required paperwork and maintain adequate records for reporting and tracking.
- Oversee the accurate and secure loading and unloading of shipments.
- Follow pricing guidelines and ensure products are priced competitively for the ReStore market.
- Ensure products are priced, clean, and assembled if needed before being placed on the sales floor.
- Distribute products to correct store departments in a timely manner. Prepare store transfers on a weekly timeline.
- 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.
- Participate in cycle count activities.
- Manage inventory of supplies needed to fulfill duties.
- Any other duties as may be required.

Skills/Qualifications:

- Warehouse experience is an asset.
- Effective planning and organization skills.
- Takes considerable pride in completing a job with accuracy, proficiency, and effectiveness.
- Excellent problem solving, computer skills, and decision making.
- Prioritize effectively and communicate well with others.
- Ability to work under pressure in a fast – paced environment.
- Certification in both WHIMIS and First Aid.
- Ability to use various warehouse tools and safety items; IE dollies, 4-wheelers, pallet jacks, etc.
- Forklift certification is an asset.

Physical Requirements:

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

Application Deadline: September 30, 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.