

**Position:** ReStore Associate - Habitat for Humanity of the MS Gulf Coast – Ocean Springs, MS

**Resumes accepted by email to [jobs@hfhmgc.org](mailto:jobs@hfhmgc.org). Please include a brief letter describing your interest in the position. No phone calls please. Applications will be reviewed quickly, and interviews will be conducted on a rolling basis.**

**Primary Role:** The ReStore Associate will be a key player on our team at the Ocean Springs ReStore and will enhance the customer and donor experience with attention to product research and processing, material movement, sales floor needs, and the patient, personal assistance that helps shoppers feel confident making major purchases for their homes.

**Responsibilities:**

- Greet and assist customers and donors with a friendly and helpful attitude.
- Help maintain the flow of donated and purchased products through the loading dock, processing area and sales floor; and, assist in keeping the dock and intake area clean.
- Set and merchandise the sales floor in a clean, safe, and organized manner.
- Supervise and work with volunteers to support the ReStore's objectives.
- Support the sales team by answering phone calls and completing transactions through the point-of-sale system when necessary, giving clear and friendly feedback to customers who have questions or comments about the ReStore or HFHMGC in general.
- Support the logistics team by assisting on residential and commercial donation pickups as needed.
- Operate a forklift as needed after receiving OSHA forklift certification (training provided onsite at the ReStore.)
- Other tasks or duties as needed to support the ReStore team.

**Skills and Personal Characteristics:**

- Commitment to affordable housing and HFHMGC's mission, vision, and values.
- Ability to connect with customers by way of great interpersonal skills and a service mindset.
- Ability to build positive working relations with coworkers and volunteers; and, the ability to multitask and maintain composure in a fast-paced work environment.
- Be able to lift or move up to 50 lbs. and must be able to stand, traverse, have good finger and hand dexterity for repetitive motions, and stay alert.
- Demonstrate organizational skills, attention to detail and thoroughness.

**Education and Experience:**

- High school diploma or GED required.
- At least 1 year of retail experience preferred.
- Knowledge of furniture, appliances, and building materials a plus.

**Employment Status:** Part-Time, hourly position starting at 24 hours per week.