

Job Description: ReStore Logistics Manager – Habitat for Humanity of the MS Gulf Coast

Please send a resume with cover letter and three professional references via email to jobs@hfmgc.org. Applications will be reviewed quickly, and interviews will be conducted on a rolling basis. No phone calls please.

Primary Role: The ReStore Logistics Manager is a key team member, leading the Logistics Team in supporting our ReStores in both the MS and AL Gulf Coast markets. The Logistics Team functions to be managed include interacting with residential and corporate donors, collecting and distributing items to be sold at ReStore locations, warehousing and processing of large loads of new goods, dispatching the ReStore box truck(s) across the AL and MS Gulf Coast, loading material donations, and delivering them to the ReStore receiving areas and sales floors. Safety, efficiency, and enhancement of the donor experience are priorities for this position and Department. Our markets are growing, and this Leader will be expected to navigate donation increases, extended warehouse functions, additional distribution, and staff needs in both markets, while keeping our mission and the Habitat reputation as top priorities.

Responsibilities:

- Supervision and management of the Logistics Team members, including but not limited to Drivers and Processors, and oversee the Scheduler and daily pickup schedules for both markets, as well as cross-market transfers.
- Create and distribute regular work schedules for Logistics teams in both markets.
- Support the ReStores by dispatching our box trucks to perform residential and commercial donation pickups to be delivered to the ReStores.
- Coordinate single corporate pickups and ongoing projects, and distribution of products across both markets.
- Assist in safely loading and unloading donations from the trucks to the warehouse or local ReStore.
- Maintain the flow of donated and purchased products through the warehouse(s), ReStore loading dock(s), processing area(s) and sales floor(s), keeping the dock(s) and intake area(s) clean.
- Oversee maintenance for all vehicles in the logistics fleet and keep clear, complete records.
- Maintain all USDOT requirements and records for the organization, vehicles, and Drivers.
- Support the ReStore in all manners of receiving, counting, sorting, tagging, distribution of large donations, and deliveries of new-product loads.
- Drive a forklift as needed after receiving forklift certification from on-site training.
- Hold regular Logistics Team meetings, ensuring both markets receive the same information and follow the same regulations.
- Participate in our ReStore Manager team meetings, providing feedback and updates on the department's growth and challenges.
- Be kind and respectful to each co-worker and each donor, as well as their home or place of business, taking care to avoid damage or disruption; and hold your team accountable for the same.
- Concisely explain Habitat's mission to donors and customers, and how ReStores support the mission.
- Support ReStores and other HFHMGC/BC teams on other projects as needed and as the organization and markets develop.

Habitat for Humanity of the Mississippi Gulf Coast provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Education and Experience:

- Must be 21 years of age or older.
- Able to meet and comply with all USDOT regulations in regard to interstate travel.
- Pass USDOT physical as performed by medical professional listed in the National Registry.
- High school diploma or GED certification.
- Able to repeatedly lift and carry 50 lbs. alone and perform team lifts up to 150 lbs. during the loading, unloading, and processing of donations; and willing to work outdoors picking up donations in a variety of weather conditions.
- Previous driving and forklift certification a plus.
- Previous warehouse, retail, or transportation experience a plus.
- Coordination and dexterity to traverse challenging spaces while carrying a load and staying alert.
- Take initiative; communicate clearly, effectively, and concisely; be a team player.
- Valid driver license and meet HFHMGC's driving standards.
- Must pass criminal background and sexual offender check.
- Commitment to affordable housing and HFHMGC's mission, vision, and values.

Employment Status: Full-Time salaried position at 40+ hours per week, including some Saturdays.

Salary: Competitive salary depending on experience, plus a benefits package including medical insurance and 401k options.