

Position: ReStore Logistics Processor – Habitat for Humanity of the Mississippi Gulf Coast – Gulfport, MS

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 Processor is a key team member supporting both the ReStore and Logistics teams by interacting with residential and corporate donors, collecting and distributing donations to be sold at all ReStore locations, assisting in warehousing and processing large loads of donated and new goods, accompanying drivers in the ReStore box truck(s) across Alabama and the Mississippi Gulf Coast loading material donations and delivering them to the ReStore receiving areas and sales floors, assisting with transfers amongst all ReStore locations, and assisting customers. Safety, efficiency, and enhancement of the donor experience are priorities for this position.

Responsibilities:

- Support the Logistics team by riding in our 16' or 26' box truck, performing residential and commercial donation pickups.
- Safely load and transport donations from homes or businesses to the designated ReStore location.
- Be kind and respectful to each donor, as well as their home or place of business, taking care to avoid damage or disruption.
- Screen items for quality and functionality, diplomatically declining unsuitable items.
- Support the ReStore in all manners of receiving, processing, merchandising, and customer service functions.
- Drive a forklift as needed after receiving forklift certification from on-site training.
- Build positive relationships with donors and co-workers.
- Concisely explain Habitat's mission to donors and customers, and how ReStores support the mission.
- Support ReStore and Logistics teams on other projects as needed and as the organization and markets develop.

Education and Experience:

- High School Diploma or GED required.
- Demonstrated organization skills, oral and written communication, attention to detail, and thoroughness.
- Prior experience working in a warehouse a plus; prior experience working with a forklift a plus.
- Ability to repeatedly lift and carry up to 50 pounds alone and perform team lifts up to 150 pounds during the loading, unloading, and processing of donations; and willing to work outdoors picking up donations in a variety of weather conditions.
- 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.
- Commitment to affordable housing and HFHMGCC's vision, mission, and values.

Employment Status: Part-Time hourly position, including occasional Saturdays.

Salary: Competitive compensation depending on experience.

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