

**Job Description:** ReStore Logistics Coordinator – Habitat for Humanity of the MS Gulf Coast – Gulfport, MS

**Please send a resume with cover letter and three professional references via email to [jobs@hfhmgc.org](mailto:jobs@hfhmgc.org). Applications will be reviewed quickly, and interviews will be conducted on a rolling basis. No phone calls please.**

**Primary Role:** Under the supervision of the ReStore Logistics Manager, the ReStore Logistics Coordinator schedules the pickup and transport of donated goods from the point of pick up at a donor's home or business to delivery at the Habitat for Humanity of Baldwin County and the MS Gulf Coast ReStores' receiving areas and sales floors. This position will assist as needed in dispatching the ReStore truck drivers, daily truck distribution between all stores, and the Logistics Manager with product transfers between the warehouses and stores for both Baldwin County and the MS Gulf Coast. The Logistics Coordinator will interface as needed with the drivers, directing and supporting their efforts, and maximizing their time on the road with efficient planning, trouble shooting, and clear communication. This position's interactions with donors are integral to the ReStores' reputation and impact across Baldwin County and the MS Gulf Coast.

**Responsibilities:**

- Schedule daily donation pickups and distribution of furniture, appliances, building materials, and other suitable items for the Baldwin County and MS Gulf Coast ReStores.
- Assist in communicating with Baldwin County and MS Gulf Coast ReStore truck drivers: troubleshoot potential problems, develop technical skills, and ensure high standards of professionalism.
- Exceed donor expectations by being efficient and appreciative.
- Assist with intake, processing, and distribution of purchased product and/or bulk donated product for Baldwin County and MS Gulf Coast warehouses.
- Diplomatically turn down items unsuitable for donation.
- Manage system of donation receipts and acknowledgements, coordinating special documentation when necessary.
- Coordinate large pickups or product transfers as needed with the ReStore Logistics Manager.
- Effectively communicate and provide feedback to the ReStore Logistics Manager.

**Education and Experience:**

- High school diploma or GED required.
- Advanced knowledge of Baldwin County and MS Gulf Coast geography and roadways a plus.
- Prior experience moving furniture, appliances, and building materials a plus.
- Ability to work independently without direct supervision.
- High level of computer literacy being proficient in Microsoft products (Word, Excel, and Outlook), internet, scheduling software, and database entry.
- Ability to connect with donors by way of excellent interpersonal, communication, and customer service skills.
- Ability to build positive working relationships with coworkers and donors.
- Ability to concisely explain Habitat for Humanity's mission to donors, customers, and volunteers and how the ReStores support it.
- Demonstrates organization skills, attention to detail, and thoroughness.

**Employment Status:** Full-Time, hourly 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.