

Job Title: Warehouse Coordinator

Position Location: Charlottesville, Virginia

Reports to: Operations Manager

Employment Type: Full-time, weekends and occasional nights

Scope of Responsibilities:

The Warehouse Coordinator will support daily store activities at the direction of the Store Manager and Operations Manager. Primary responsibilities include maintaining a clean and organized warehouse, assisting customers and donors, assisting with maintenance of all store vehicles, scheduling and executing donation pickups

Prerequisite Requirements:

- Proven experience in retail environment
- Demonstrated ability to multi-task, plan, organize, and implement multiple projects and meet deadlines with high quality work
- Excellent communication skills
- Computer Skills: proficiency with gmail, using internet search hubs like mapquest and google, occasional use of Word is needed for role
- Positive, "can do" personality
- Sensitivity to the needs of people from multiple cultures and backgrounds
- Flexibility to work weekends and occasional nights
- Ability to work with volunteers and supervise them effectively
- Proven ability to drive larger trucks and clean driving record
- Commitment to Habitat for Humanity's mission of service to others
- Ability to lift 75-100 lbs consistently and be on feet for long periods of time in extreme temperatures
- Professional appearance at all times (to include no altered shirts, political or other potentially offensive comments, etc.) befitting the public face of Habitat
- Driver's license and insurable driving record

Retail Responsibilities:

- Provide friendly and personalized customer service on sales floor to drive sales and ensure optimal customer/donor experience
- Answer and respond to incoming calls regarding store location, donation information, directions, etc.
- Display merchandise in a manner that maximizes sales
- Adhere to established safety procedures and ensure safe environment for customers, donors, staff, and volunteers

- Maintain exceptionally clean store and warehouse through sweeping, proper merchandising, and diligent attention to housekeeping
- Effectively supervise and delegate tasks to volunteers
- Coordinate recycling collection and proper and timely disposal of trash
- Load customer purchases safely and professionally

Warehouse Responsibilities:

- Screen drop-off donations for acceptability and unload professionally and efficiently
- Coordinate the flow of incoming materials either into the store or a designated processing area
- Process incoming materials for transition to retail floor (includes cleaning/sanitizing, removal of hardware, etc.)
- Coordinate miscellaneous repairs to damaged but valuable donations at direction of Store Manager/Operations Manager
- Maintain an organized sold section and update the sold section dry erase board daily
- Effective communication of overdue items in the sold section to the front desk
- Maintain system of organization in warehouse bays
- Oversee organization of furniture assembly and repair area of warehouse
- Ensure all bay doors are closed when not in use to prevent theft and keep building utility expenses to a minimum
- Ensure that warehouse is appropriately stocked with necessary supplies at all times (sanitation tags, sanitation solution, simple green, murphy's, clean rags, blank price tags, masking tape, furniture gun and tags, etc.)

Scheduling/Driving Responsibilities:

- Coordinate scheduling of donation pickups of in cooperation with Donation Pickup Driver and Operations Manager
- Serve as back up driver for pickups
- Ensure all items loaded into box truck are secure to avoid damage
- Coordinate routine maintenance, cleaning, and current documentation of all store vehicles alongside Operations Manager and Donation Pickup Driver
- Be knowledgeable about Habitat's mission and convey it effectively to customers, donors, and volunteers
- Perform other duties as assigned by the Store Manager or Operations Manager

****Resume and Cover Letter are required to be considered for the position****