

Greater Fredericksburg HFH Warehouse Associate Job Description

Fredericksburg Habitat's ReStore is seeking an organized, efficient, flexible, energetic and personable individual for the position of Sales and Donations Associate. The ReStore is a unique retail environment that sells new and used donated building supplies, home improvement merchandise and furniture to the public. Qualified candidates will have a background in scheduling and logistics, experience with construction or home improvement related retail sales, have a "customer first" mindset, and have the desire to work in a nonstandard retail environment. This is an opportunity for a retail professional who wants to apply his/her skills to raise funds to support a successful non-profit organization. The mission of Habitat for Humanity is to partner with working families, sponsors and communities to build affordable, green, quality homes and to provide support services that promote successful home purchase and ownership.

The ReStore Sales and Donations Associate is directly responsible for:

- Promptly returning calls from prospective donors and scheduling donation pick-ups.
- Creating efficient pick-up schedules and routes for the ReStore Truck Driver.
- Interacting positively with donors and customers.
- Assisting with the retail operation, including operating the cash register and making sales.
- Providing superior customer service to donors and customers.
- Following all store policies and procedures.

This position is full-time and offers a full benefits package. Qualified candidates must meet all of the following criteria:

- **Education**
 - Minimum High School Diploma or GED.
- **Experience**
 - Minimum of three years of retail sales experience.
 - Retail experience with construction or building materials/hardware preferred.
 - Routing/scheduling and/or logistics experience preferred.
- **Skills**
 - Knowledge of fair market values of new and used building materials.
 - Superior customer service skills.
 - Able to lift up to 50 pounds, perform heavy manual tasks, work standing or walking for a full work day, and be capable of performing outside duties under all weather conditions.
 - Operate a cash register with proficiency.
 - Able to supervise volunteers with a wide range of skills and abilities.
 - Good computer skills with knowledge of Microsoft Windows XP and Office (Word,

Excel, and Outlook).

- Working knowledge of Atlanta geographic area and roads.