

Driver/Warehouse Associate

Location: Habitat for Humanity Edmonton (Distribution Centre), 8210 – Yellowhead Trail, Edmonton

Position: Full-time Permanent

Position Overview:

We are looking for someone who must be able to flex between driving our donation cube van and working in our warehouse as a receiver. You are a team player who has earned the respect of your peers through commitment, partnership and effective communication. You organize and prioritize your workload in a way that always puts the customer first and delivers the operational standards that are required, in a dynamic fast paced environment. You are self-motivated, adaptable to changing priorities and decisive, ensuring the best outcome for the customer and the business.

Duties and Responsibilities:

- Picking up Habitat donations throughout the city and delivering to the ReStore warehouse
- Provides customer service as required (meeting with donors and explaining policies)
- Be able to lift and move heavy items (at least up to 80 lbs)
- Off-loading truck into receiving area
- Coordinate with ReStore management the tracking of certain donations requiring tax receipts
- Determining the suitability of donated products
- Responsibility for the cleanliness of the ReStore truck
- Organizes and prioritizes your daily tasks (to maximize your safety and productivity)
- Ensures the smooth movement of merchandise into and out of the ReStore
- Helps with unloading, storing and distribution of incoming items; helps with loading outgoing items
- General clean-up of ReStore area and Main Centre ensuring work area is clean and free from hazards
- Other duties as assigned

Qualifications:

- Must possess a valid Class 5 Alberta Operators permit
- Must provide a current drivers abstract and police security check
- Excellent interpersonal skills
- Demonstrated strong motivation skills
- Ability to work with changing priorities
- Ability to work in a team setting
- Must be able to work a rotation of Saturdays
- Work with little direction or supervision
- Forklift certificate would be an asset but not necessary

Benefits:

- 2 weeks vacation to start.
- After a successful 3 month probationary review, the employee is entitled to a comprehensive benefit package including health, dental, vision, travel assistance, accidental death & dismemberment insurance, life & critical illness insurance.
- Short-term and long-term disability coverage is provided.
- Employer sponsored RRSP plan.
- Employee Assistance Program.
- Safe, respectful and healthy work environment.

Please send resume to Shari Tymo at stymo@hfh.org.

Please note that only candidates who are selected for an interview will be contacted.