



## **Sales Associate/Driver (Part-time)**

**Location:** 10431A – 96 Avenue, Grande Prairie, AB, T8V 7J6

**Part-time:** Monday to Saturday

**Hours:** 16-20 hours/week

**Closing date:** August 19, 2020

Habitat for Humanity Edmonton is a charity whose vision is to see a world where everyone has a safe and decent place to live. Habitat brings communities together to help families build strength, stability and independence through affordable home ownership. Habitat Edmonton serves families in the greater Edmonton area and in communities across northern Alberta. Visit [HFH.org](http://HFH.org) to learn more.

### **Position**

Habitat for Humanity Edmonton is seeking a part-time sales associate/driver. The successful individual must be able to flex between driving our donation cube van and working in our ReStore as a Sales Associate. 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. As a sales associate you will be responsible for interacting with customers to provide information in response to questions regarding products and services at Habitat for Humanity Edmonton's Grande Prairie ReStore.

### **Duties and Responsibilities**

- Customer service
- Operate cash register and ability to handle cash and card transactions with accuracy
- Present a positive attitude to co-workers, volunteers and customers
- Work in a friendly, positive way to assist customers with their purchases. This may include, but is not limited to, moving items, handling cash/sales or helping customers find an item
- Answer phones and responding to queries
- Positively managing customer complaints
- Cleaning, pricing and placement of donations; prepare displays
- Maintain the organization and cleanliness of the ReStore, warehouse, sea containers and the entire building inside and outside as required
- Picking up Habitat donations throughout the city and delivering to the ReStore
- Off-loading truck into receiving area
- Determining the suitability of donated products
- Responsibility for the cleanliness of the ReStore truck
- Ensures the smooth movement of merchandise into and out of the ReStore
- Adhere to the organization's health and safety program
- Assisting with tasks assigned outside regular job description

### **Physical Requirements and Qualifications**

- Be able to lift and move items up to 80 pounds
- Must possess a valid Class 5 Alberta Operators permit
- Must present a current clean 5-year driver's abstract at the interview
- Must be bondable and have a satisfactory police record check
- Be motivated and self-directed but also able to accept instruction and direction

- Excellent interpersonal skills
- Spend the majority of the day on one's feet, standing, squatting, bending
- Ability to work with changing priorities
- Must be able to work a rotation of Saturdays
- Must be able to work day time hours
- Retail experience is an asset

**Skills**

- Computer Literate
- Safety Awareness

To apply for this position, please submit a resume and cover letter to Vickie Doyle at [vdoyle@hfh.org](mailto:vdoyle@hfh.org)

We thank all applicants for their interest. Please note that only candidates who have been selected for an interview will be contacted.