



Driver/Sales Associate (Part-time)

Location: 10431A – 96 Avenue, Grande Prairie, AB, T8V 7J6
Part-time: Monday to Saturday
Hours: 20 hours/week, with potential increase in hours in the future
Closing date: November 6, 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 to learn more.

Position

Habitat for Humanity Edmonton is seeking a part-time Driver/Sales Associate. 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

- Organize and prioritize your daily tasks (to maximize your safety and productivity).
- Customer service.
- Present a positive attitude to co-workers, volunteers and customers.
- Operate cash register and ability to handle cash and card transactions with accuracy.
- 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.
- Positively manage customer complaints.
- Answer phones and respond to queries.
- 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.
- Through use of the Habitat cube van, pick up and load Habitat [donations](#) throughout the city and off load into the receiving area of our ReStore warehouse.
- Ensure the smooth movement of merchandise: unloading, storing and distribution of incoming items in and out of the ReStore; assist with loading outgoing items.
- Determining the suitability of donated products.
- Responsibility for the cleanliness of the ReStore truck.
- Adhere to the organization's health and safety program.
- Assisting with tasks assigned outside regular job description.

Physical Requirements and Qualifications

- Must present a current clean 5-year driver's abstract at the interview.
- Must possess a valid Class 5 Alberta Operators permit.
- Must be bondable and have a satisfactory police record check.
- Must 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.
- Must be able to lift and move items up to 50 pounds.
- 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.

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