



Key Holder

Location: ReStore West, 16811 – 106 Ave NW, Edmonton, AB T5P 4G1

Full-time: Monday – Saturday, 40 hours per week

Closing Date: April 13, 2021

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 full-time Key Holder. You are a team player who has earned the respect of your peers through commitment, partnership and effective communication. You demonstrate strong supervisory skills in managing staff and volunteers. 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

- Organize and prioritize your daily tasks (to maximize your safety and productivity).
- Coordinates activities with the ReStore Manager to ensure achievement of the organizational and budgetary goals.
- Responsible for the overall operation of the ReStore in the absence of the ReStore Manager or his/her designate.
- Provides excellent customer service.
- Effectively supervises staff and volunteers as directed.
- Responsible for overseeing daily financial reconciliation.
- Provides relief to front counter staff during breaks and peak times.
- Responsible for the cleanliness and safety of all areas of the ReStore.
- Always demonstrate safe work practice.
- Other duties as assigned by the ReStore Manager or designate.

Qualifications

- Must be physically capable to routinely lift and move heavy items (minimum of 50 lbs.) while following safe work practices for manual lifting and carrying.
- Must be physically fit and be able to walk and stand for prolonged periods of time.
- Must be capable of multi-tasking and problem-solving under stress.
- Must utilize excellent communication skills.
- Must be computer literate.

- Must be able to work a rotation of Saturdays.
- Retail experience is an asset.
- WHMIS, First Aid and Safety Awareness are an asset.

Benefits

- HFHE offers a comprehensive benefits package including; dental care, extended health care (including vision), paid time off, disability insurance and an employer sponsored RRSP plan..
- Safe, respectful, and healthy work environment.

To apply for this position, please submit a resume to Curtis Kinal, ReStore Manager at ckinal@hfh.org.

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