



Habitat for Humanity South Georgian Bay RESTORE ASSOCIATE - Collingwood

Position Type: Full Time – 40 hours (health benefits after 3 month probationary period)

Application Deadline: Tuesday, July 27, 2021

The Opportunity

The ReStore Associate is part of a team (employees and volunteers) responsible for performing tasks in the ReStore, warehouse, yard and on the truck/on location.

The position will report to the ReStore Manager and will be responsible for assisting with daily operation of the store from procuring product from private or commercial donors, organizing deliveries to customers, loading and unloading, organizing and stocking product, merchandising product in store, customer service and occasional cashier / truck helper duties, as required.

The ReStore Associate must understand the mission and provide excellent customer service to all donors and customers – it is their support that keeps the ReStore going.

Key Responsibilities

- Contribute to the day-to-day operation of the ReStore
- Conduct operations with professionalism, recognizing that the ReStore is often one's first impression of Habitat for Humanity
- Develop and maintain strong partnerships with ReStore Team, volunteers, customers and donors – providing excellent customer service to build loyalty and promote repeat business
- Communicate issues related to maintenance of facility, equipment and vehicles
- Maintain proper record retention and merchandise preparation
- Ensure maintenance of the facility, comply with safety standards and accident procedures
- Monitor systems for daily cash transactions and deposits
- Work in conjunction with the ReStore Manager on sale campaigns, ReStore promotions, salvage, material acquisition
- Participate in ReStore social media / marketing (Facebook, Instagram, Pinterest) and e-commerce transactions
- Working with management team, monitor sales, expenses, and identify opportunities for efficiencies in all areas
- Support the ReStore Manager's efforts to build relationships with local suppliers, liaise with Habitat Canada
- Working with the ReStore Manager, assist in providing monthly report of sales activities, expenses, projects and public relations activities (for inclusion in monthly Exec. Dir. information pkg.)
- Contribute to a competitive merchandise market environment (pricing and practices)
- To help maintain a safe environment for volunteers, employees and the public



Qualifications

- High school diploma or equivalent, relevant post-secondary education or equivalent
- Previous work experience in a retail environment considered an asset
- Able to safely lift / carry / move large, heavy items
- Valid G driver`s licence with clean driving abstract
- First aid certificate and forklift certificate an asset
- Self-motivated, ability to work independently and part of a team
- Communicate effectively, proficient with spoken and written English
- Knowledge of sales, marketing and home repair / construction materials
- Punctual, reliable, flexible
- Criminal Reference Check required

Skills & Attributes

- Ability to provide exceptional customer service in a professional, friendly and courteous manner
- Ability to follow directions and work cooperatively with staff and volunteers
- Self-directed and team player, ability to foster a cooperative work environment
- Effective time management and organizational skills

How to Apply

Please note that we will be reviewing and evaluating applications on an ongoing basis and we therefore encourage early submissions.

Qualified and interested applicants are invited to forward their cover letter and resume as one document to info@habitatgeorgianbay.ca with the subject line: ReStore Associate Posting.

Habitat for Humanity South Georgian Bay
Attention: Executive Director
155 Sandford Fleming Drive
Collingwood, ON L9Y 5A6

Applications must be received before 5:00 PM EST on Tuesday, July 27, 2021

Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance. Habitat for Humanity will arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.

We thank all applicants for applying however, only those selected for an interview will be contacted (no phone calls please). We are committed to Equal Opportunity Employment.

For more information, please visit www.habitatgeorgianbay.ca/about/job-postings/