

## **Job Description – Warehouse/Dock Worker**

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Are you passionate about cashiering, retail and assisting customers? Does assisting customers come naturally to you? Would you like to work in a fast-pace retail environment while giving back to your community in a meaningful way? If yes, then we have a job for you. We're a unique retail operation without the usual long work hours. Our motto is work hard while enjoying a good work-life balance.

The ideal candidate is a talented individual with a customer-service personality and who offers warehousing expertise that we need to provide inventory flow and exceptional customer service. Habitat for Humanity of Charlotte ReStores are recognized as top of the line Habitat Retail Operations across the nation.

### **Responsibilities:**

- Ensure that each customer and donor receives outstanding service
- Guarantee safe and prompt loading and unloading of customers' merchandise and donations
- Guarantee safe and prompt loading and unloading of ReStore trucks
- Maintain safe procedures while moving merchandise to and from the sales floor
- Inform customers of what we can accept as donations and refer them to alternate companies for those things we do not accept
- Work together with other staff, volunteers and community service workers
- Represent Habitat in a positive manner to all donors, customers and others you come in contact

### **What We Require:**

- Background in warehousing including inventory management and customer service.
- Strong communication skills.
- Organized, with an ability to prioritize time-sensitive assignments.
- Creativity and flexibility.
- Ability to be certified on a forklift.
- Ability to work outdoors in all climates.

A self-starter with a compassionate, empathetic heart and an altruistic worldview will thrive in this environment. The successful candidate must pass a drug test and a clean background check is required. If interested, send resume/work experience and cover letter (no phone inquiries) with "RS Whse/Dock Worker" as the subject to [hduncan@habitatcharlotte.org](mailto:hduncan@habitatcharlotte.org) by June 21, 2017. We are an Equal Employment Opportunity Employer.