



Great full-time position available!

BE A RESTORE DONATIONS AMBASSADOR!

Habitat is looking for a dedicated employee who really wants to help make a difference! You will work closely with our Logistics team, which facilitates all facets of our donation pickup services, from scheduling to driving!

PRIMARY DUTIES AND RESPONSIBILITIES

- Act as an ambassador of the ReStore while providing superior donor phone service and interacting positively with donors, ReStore staff members, and other volunteers.
- Assist in receiving and screening phone calls, scheduling pickups and providing call back confirmations of ReStore donors.
- Assist with greeting in person donors and scheduling donations pickups at the Logistics office service window.
- Assist with creating efficient daily donation pick-up route schedules.
- Assist with maintaining the donor contact database.

DESIRED SKILLS

Excellent people skills and phone presence required. Must be able to use (or willing to learn) web-based scheduling software and G-Suite. Must have accurate and fast typing speeds, for entering in donor information. This individual should understand and appreciate the mission of Habitat for Humanity. This individual must be detail-oriented and be able to work independently. Must be able to deal with all kinds of individuals and remain consistent in keeping a positive and professional demeanor. Proficient computer skills and knowledge of basic Microsoft Office software such as Word and Excel. Working knowledge and operation of the office phone system. Reasonable knowledge of Peninsula and Greater Williamsburg geographic area and major roadways.

BENEFITS

This is a full time position, earning \$11.00 to \$13.00 to start, with periodic performance-based increases, commensurate with experience. Must be available 40 hours per week, Monday through Saturday 8:30AM to 5:00PM. This position offers generous paid time off, partially paid health benefits and increased incentives for employees who successfully complete probationary periods. Habitat has a strong Board of Directors, dedicated and experienced staff, a large volunteer base, plus committed homebuyers and customers. For further information about Habitat for Humanity, please visit our website at www.HabitatPGW.org.

APPLY

Please contact Tiffany King, Logistics Manager, via email using tiffany@habitatpgw.org if you are interested in applying for this exciting position!

You can read more about Habitat for Humanity and the Habitat ReStore at www.HabitatPGW.org. We look forward to working with you!