



930 Pollock Street, New Bern NC 28562
www.cravencountyhabitat.org
(252) 633-9599

Position: **Habitat ReStore WAREHOUSE/DRIVER Team Lead**
Employment Status: Full-time; 40 hours, work every other Saturday
Reports to: Executive Director; ReStore Committee
Collaborates with: Affiliate Staff, Board, Committee, and Volunteers

The Role—The Habitat ReStore WAREHOUSE/DRIVER Team Lead is an integral part of the ReStore team and is responsible for overseeing the day-to-day operations of the Warehouse. Priority on maintaining a safe, well organized and efficient warehouse environment. This role coordinates the pick-up and receiving of donated items, ensuring their fast transition to the sales floor, helping ensure the continual improvement of the ReStore reputation, productivity, and care of donations while working with the Sales Floor Associate Team Lead on strategic planning, reporting and progress.

Responsibilities:

- Warehouse and Safety Organization
- Team & Volunteer Management
- Donation & Merchandising Pick-up Processes
- Administrative Tasks
- Driving Duties When Needed

Skills & Key Qualifications—Having an understanding of Habitat for Humanity’s mission and acting as an ambassador for the ReStore’s vision by communicating our Mission to donors, customers and the community. Being a team player and working well with other staff and volunteers. Ability to direct and coordinate the efforts of warehouse staff and volunteers to ensure efficient operations. Pleasant and encouraging attitude. Flexible, quick thinking and able to work under pressure. Ability to provide superior customer services, foster positive interactions with customers, donors and volunteers. Ability to utilize specialized software for inventory management, scheduling and receipts. Ability to demonstrate problem-solving skills, including time management and logistics.

Education & Experience—Associate’s degree or equivalent work experience. Additional qualifications in warehouse, logistics or related fields are favorable

Required Physical Abilities—Ability to stand on concrete floors for extended periods of time and to move and handle merchandise throughout the donation process. Able to bend, reach, lift, climb in and out of trucks throughout the workday. Load materials onto trucks, shelves and displays. Able to lift 50 lbs. of boxed and loose material, furniture, appliances, and building materials and work with co-worker to cooperatively lift up to 150 lbs.

Other Requirements—Must be at least 18 years old. Must hold a valid driver’s license with a clean driving record and meet state requirements for automobile liability insurance. Must be able to pass a criminal background check.

If interested please send resume to: NewHires@CravenCountyHabitat.org