

JOB DESCRIPTION

Position: Logistics Associate

Department: ReStores

Reports To: Logistics Field Manager

Employment/FLSA Status: Full-Time, Non-Exempt

Qualified candidates should send a resume and cover letter to Richelle Rothman, HR Associate at rrothman@habitatmetrodenver.org.

GENERAL DESCRIPTION: This role performs general driver duties as assigned to include the pickup and delivery of various donated items at donor's homes and commercial locations. This is a full-time position with full medical, dental and retirement benefits.

CORE RESPONSIBILITIES:

- Responsible for pickup of various donated items that are sold in the Denver Metro ReStores
- Loads and unloads ReStore box trucks
- Drives box trucks of 16' and 26' across Denver Metro Area in urban, suburban and rural areas
- Receives, counts, and stores items and records data, manually and/or using computer
- Packs, unpacks, and marks items, using identification tag, stamp, electric marking tool, or other labeling equipment
- Inspects and maintains ReStore vehicles
- Provides needed support in the Habitat Metro Denver ReStores

KNOWLEDGE, SKILLS, ABILITIES:

- Demonstrated familiarity with the Denver Metro area and suburbs
- Independent worker
- Working knowledge of general truck maintenance
- The ability to read and understand information and ideas presented in writing
- Excellent communication skills to assign tasks or to convey information to donors, volunteers and staff
- Performing day-to-day administrative tasks such as maintaining information files, processing paperwork and logging pickups in donor tracking system

EDUCATION, EXPERIENCE:

- High School education
- Prior experience driving a truck preferred

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Ability to adequately traverse a retail store
- Climbing, jumping, lifting, and carrying (minimum 100+ lbs. multiple times per day).
- Maneuvering, navigating, and driving large box trucks up to 26'

WORK ENVIRONMENT AND CONDITIONS:

- Ability to drive vehicles to pick up materials, supplies, and donated goods
- Able to navigate throughout the Denver Metro area and suburbs
- A Motor Vehicle Report (MVR) will be run for insurance purposes
- Valid driver's license and ability to be insured under the company's insurance policy is a prerequisite