

Retail Back of House Manager/Truck Driver (16' Box Truck)

Pay Range: \$50,000 - \$65,000, depending on experience

Work Schedule: Tuesday through Saturday, 8:45 a.m. - 5:15 p.m., with occasional extra hours as needed

Work Site: our ReStore location at 44 Green River Way, Watertown, MA

Do you thrive in a busy retail environment, where you're in charge of multiple responsibilities?

Do you enjoy working with a wide variety of people and figuring out how to help each one?

Do you want to do all of that in service of a mission you believe in?

Habitat for Humanity Greater Boston is opening a new ReStore location in Watertown. We're looking for a self-starter who will help us get the operation up and running, leading a team of staff and volunteers to help us serve our community. Key responsibilities include the following:

- Manage all daily floor operations of the store; serve as "go to" person for volunteers and customers.
- Assist staff and volunteers to prepare appropriate space for incoming items. Facilitate the logical and attractive display of merchandise. Help facilitate in-store marketing of our ReStore brand.
- Train and provide orientation to volunteers as customer service representatives, movers, and other needed roles. Follow up on required training and paperwork.
- Ensure that public restrooms, receiving area, outside area around dumpster, backroom, and office are kept clean.
- Prepare operational documentation, incident reports, and other reports.
- Lead the screening and processing of new donations as they are processed, priced, and merchandised on the sales floor.
- Ensure that all staff and volunteers are committed to providing excellent customer and donor experience.
- Pick up and deliver donations, using a Habitat for Humanity 16' box truck. Transport other materials, as needed.
- Assist in keeping trucks well maintained and clean, perform minor repairs as needed.

We recognize that job-related experience can come in many forms, and we take a broad look at the experience of each applicant. With that said, our ideal candidate will have most or all of the following qualifications:

- At least three years' of retail experience, including some leadership responsibility
- High school diploma; college degree preferred
- Proficiency with Microsoft Office, especially Excel.
- Interacts effectively with a variety of partners – homeowners, partner families, sponsors, donors, staff, volunteers, and the public.
- Plans and organizes work for maximum efficiency and effectiveness, including delegating appropriate tasks to staff and trained volunteers.

- Demonstrates problem-solving ability, makes suggestions, and implements plans for improvements, increased efficiency, and cost saving measures.
- Self-starter who completes required tasks in a timely, accurate, and efficient manner without close supervision.
- Ability to lift 60+ lbs., move throughout store, warehouse, and parking lot, and climb in/out of truck on a regular basis.
- Valid driver's license, good driving record, and experience driving a box truck.

Habitat for Humanity Greater Boston provides a competitive pay and benefits package, a supportive environment, and room to grow with this growing organization.

Please send your resume to hiring@habitatboston.org. For priority attention, please provide a cover letter and salary expectations.

About Habitat for Humanity Greater Boston:

Habitat for Humanity Greater Boston is dedicated to building simple, low-cost homes in partnership with low-moderate income families who need decent and affordable housing. We believe homeownership is a transformational tool in promoting equity and helping families and communities maintain stability. Habitat for Humanity Greater Boston is an independent affiliate of Habitat for Humanity International.

Habitat for Humanity Greater Boston is committed to creating a diverse workplace environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, age, physical or mental disability, veteran/reserve national guard status, or any other status or characteristic protected by law.