



Habitat for Humanity ReStore Part Time Scheduling Assistant

Reports to: Donation Procurement Manager

Summary Description: Habitat for Humanity has a ReStore that supports Habitat's mission by raising funds by selling donated building materials to the public. Many of these donations are brought into the ReStore through the pickup service. This position will manage the scheduling and logistics of the daily pickup service.

General duties include but are not limited to:

- Retrieve incoming calls for the ReStore's donation line
- Screen donations over the phone and then schedule pickups for daily truck routes
- Serve as the liaison between the donor and driver throughout the shift
- Data entry

Requirements:

- Clear and Friendly Communication
- Ability to provide great customer service, primarily over the phone
- Ability to manage mapping and follow up logistics associated with scheduling drivers and responding to donors in a timely fashion
- Basic computer skills for data entry
- Willingness to work independently and follow instructions
- Has proven experience working in a team environment.
- Demonstrates a passion for the mission of Habitat for Humanity

Days and Hours required for position:

This position is for approximately 15-20 hours a week.

Tuesday through Friday 2:00-5:00

Saturdays 9-3:00

Please mail or e-mail your resume and cover letter to Natalie.chesson@habitatwake.org

Habitat for Humanity of Wake County; C/O ReStore Procurement Manager

2420 Raleigh Blvd. Raleigh, NC 27604

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