



Position Title: Logistics Scheduler

Description: This position is responsible for scheduling our donation pickups for several locations, planning daily truck routes, and dispatching for our drivers. While providing a great donor experience.

Schedule: Must be able to work an 8:30am-5pm shift. Full-timers work 5 days a week, must be flexible to changing work schedule. Store Hours: 10-5pm Monday-Saturday. Closed Sundays.

Location: SFM ReStore- 16133 S Tamiami Trail Fort Myers, FL 33908

Responsibilities/ Duties:

- Quickly answers donation hotline and dispatches calls accordingly in a friendly and professional manner.
- Schedules donation pickups and enters donor's information into our scheduling system in a timely fashion.
- Makes daily confirmation calls for next day donation pickups.
- Plan and route trucks by analyzing all aspects to determine the most cost-effective or efficient means of transportation.
- On standby to assistance drivers and to help problem solve.
- Communicates delivery schedule with list of items to all stores daily.
- Monitor product import processes to ensure compliance and completion.
- Tracking, data entry, and filing of donation records and paperwork.
- Oversees truck maintenance and repair schedule.
- Resolve problems concerning transportation, logistics systems, imports or exports, or customer issues.
- Plan or implement improvements to internal or external logistics systems or processes.

Require Skills/ Experience:

- Logistics experience
- Excellent customer service skills
- Problem solver
- Self-Motived person
- Able to multi-task and work at a fast pace.
- Knowledge and experience in retail sales.
- Team Building is a plus
- Must be a good listener and be able to engage in well-considered discussions.
- Must have good anticipatory abilities and personally act on same as need arises.
- Must be willing to understand the big picture of the HFHA ministry and know that ReStore is only part of the larger goal.
- Must pass Criminal Background Check and Sexual Offender Check.
- Ability to operate a computer, answer phones, and use office equipment.
- High School diploma or equivalent.
- Minimum of 3 years work experiences.

To apply please email your application or resume to our hiring manager @ RestoreJobs@habitat4humanity.org