



Position Title: Logistics Ambassador

Description: This position is responsible for not only scheduling our donation pick-ups for our ReStores but also across trained as a donation ambassador to pick-up donations as well. Other tasks include oversees daily truck routes, dispatching for our drivers, while providing an excellent donor experience.

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

Schedule: Must be able to work an 8:30am-5pm shift. Full-timers work 5 days/40 hours a week, must be flexible to changing work schedule. Store Hours: 10-5pm Monday-Saturday. Closed Sundays.

Responsibilities/ Duties:

- Quickly answers donation hotline and dispatches calls accordingly in a friendly and professional manner.
- Schedules donation pick-ups and enters donor's information into our scheduling system in a timely fashion.
- Maintains department's emails.
- Makes daily confirmation calls.
- Routes donations trucks and fill in gaps as needed to ensure trucks are full each day.
- On standby to assistance drivers and help them problem solve.
- Sends daily communication to all stores and management.
- Monitors all trucks to ensure compliance and completion.
- Recording, data entry, and filing of donation records and paperwork.
- Monitors and records truck maintenance.
- Fills in as donation ambassador on our trucks as needed.

Require Skills/ Experience:

- Logistics experience is a plus
- Excellent customer service skills
- Problem solving capabilities
- Self-Motived
- Able to multi-task and work at a fast pace.
- Knowledge and experience in clerical work.
- Team player, willing to wear many hats.
- Must be a good listener with strong communication skills.
- Ability to operate a computer, answer phones, and use office equipment.
- Must be willing to understand the big picture of the HFHA ministry and know that ReStore is only part of the larger goal.
- High School diploma or equivalent.
- Minimum of 3 years work experience in retail or logistics position

Posted 9-11-20

Please apply to Human Resources by (7 Days) or September 21, 2020

Habitat for Humanity of Lee & Hendy Counties is an equal opportunity employer.