Milwaukee Habitat is opening a new ReStore in Greenfield and looking for 2 Associates to help us reach sales goals to build homes and communities for hard working families in the city of Milwaukee.

**Position Overview:**

The ReStore Associate will prove support to the ReStore Manager, unload donations, organize, price and ticket donated items, merchandise, clean and repair items, work with volunteers, and run a cash register. Must have the ability to lift up to 50 pounds consistently.

**Job Task and Responsibilities:**

* Excellent customer service with donors, assist customer with inquiries or complaints, and provide information to promote Milwaukee Habitat’s mission.
* Maintain a clean, neat, organized retail area.
* Communicate with donors, volunteers and shoppers the mission of Habitat and current projects in the community.
* Receives donation drop offs, sssist in loading/unloading trucks in a safe and timely manner; as needed and provide donation tax receipts.
* Supervise, train and work with volunteers in daily tasks.
* Assist in moving inventory items with a forklift as needed, keeps dock and Donations Center space in a neat, safe, clean and workable condition.
* Ability to relate to a variety of people; flexibility to perform other tasks as assigned for smooth daily operations; excellent interpersonal and communication skills.
* Work sales floor or as needed.
* A true team player
* A strong sense of urgency and attention to detail

**Knowledge, Skills, Abilities and Personal Characteristics:**

Solid application of interpersonal and communication skills, internally and externally with groups and individuals.

Basic computer skills, including spreadsheets, word processing, presentations and email.

A history of successful adapting to rapid changing conditions with unexpected shift in priorities.

Ability to safety lift and position up to 50 pounds. Job could entail occasional bending, kneeling, and reaching often in awkward or tiring position. Bulk of time spent standing, walking or otherwise assisting customers.

A relationship builder with a professional image in speech and demeanor in interactions with others and multiple venues and scenarios.

Must be comfortable handling money and operating cash register.

Must possess the ability to plan, organize and handle multiple functions simultaneously and communicate clearly and courteously, both verbally and in writing.