



An Equal Employment Opportunity Employer

Logistics Coordinator – Full Time, Tuesday-Saturday

Wauwatosa, WI

We are a nationally recognized non-profit organization that sells gently used furniture, home goods, building supplies and more, to raise funds for Milwaukee Habitat efforts to build affordable housing in the City of Milwaukee.

Milwaukee Habitat for Humanity ReStores are home improvement retail stores where new and donated building materials and home goods are sold to the public to raise money for affordable housing in the city of Milwaukee. As the ReStore Logistic Coordinator you would be responsible for ensuring the entire donation, trucking and distribution process runs efficiently.

ReStore is looking for individuals who are enthusiastic, hardworking, and have an excellent work ethic. If you enjoy learning and working in an environment where no two days are the same, this position may be for you.

This is what it takes to be a ReStore Logistics Coordinator:

Customer & Donor Satisfaction

- Field and screen a heavy volume of incoming donation leads by communicating in a timely fashion through Habitat ReStore website and phone.
- Communicate clearly and specifically to ensure donors are happy with their Habitat experience.
- Deliver excellent customer service including answering calls and returning phone calls timely.
- Gently thanking donors whose product we are declining and educating them as to the donated product that we utilize our trucking resources for.

Business Leadership & Oversight

- Provide drivers and donors with timely information regarding problematic situations, traffic, product and other day to day operations assistance.
- Determining what donated product will be delivered to the different ReStore locations.

Business Development

- Ensure proper donation selection to maximize our trucking resources and ReStore capacities.
- Cultivate a donor database by making calls to current and potential donors to increase quality and quantity of donations.
- Enter pickup donation information into the database.

EXPERIENCE REQUIRED

- High school diploma or equivalent
- Minimum of 2 years related experience
- Demonstrated success working independently and in a team environment.

KNOWLEDGE, SKILLS and ABILITIES

- Strong enthusiasm for Milwaukee Habitat's mission, values and strategic objectives.
- Ability to handle and defuse challenging situations with tact.
- Demonstrate proactive and quick decision making in rapidly changing conditions.
- Ability to work under pressure while maintaining a positive regard for others.
- Proficient in Microsoft Office, Google Suite software and donor database system.
- Required to lift up to 75 pounds on an occasional basis and may experience frequent bending, squatting, lifting and repetitive motion. This position will occasionally be exposed to extremes in weather (e.g., heat, cold, wind, rain, etc.)

PREFERRED EXPERIENCE

- Salvage value experience
- Knowledge of basic construction tools, materials, and methods

BENEFITS

- \$15 per hour
- Health, Dental and Vision
- Life and Disability insurance
- 401k
- PTO and Paid Holidays
- ReStore discount

Milwaukee Habitat for Humanity affirms its social and legal commitment to promote an atmosphere and environment that recognizes the principle and practice of equal employment opportunity. Milwaukee Habitat for Humanity does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, status with regards to public assistance, membership or activity in a local commission or citizenship status, or any other characteristic protected by law.