



## Driver/Warehouse Associate

**Location: Habitat for Humanity Edmonton (Distribution Centre), 8210 Yellowhead Trail NW, Edmonton, T5B 1G5**

**Full-time Permanent: Monday - Friday**

**Closing date: February 14, 2025**

Habitat for Humanity Edmonton is a charity operating in affiliation with Habitat for Humanity Canada and Habitat for Humanity International, whose vision is to see a world where everyone has a safe and decent place to live. As well:

- Habitat Edmonton is a registered charity that brings communities together to help families, couples, and individuals build strength, stability, and self-reliance through affordable homeownership.
- Habitat Edmonton is one of over 50 Canadian Habitats affiliated with Habitat Canada, who in turn is governed by Habitat International.
- In addition to being a registered charity, Habitat Edmonton facilitates home construction, manages a portfolio of affordable homes, empowers volunteers and homeowners, and operates a social enterprise that includes four stores.

### **Position Overview:**

Habitat for Humanity Edmonton is seeking a full-time Driver/Warehouse Associate. This person must possess truck and trailer driving experience and be able to flex between driving our donation cube van and working in our warehouse as a receiver. They are capable of routinely lifting heavy objects while following safe work lifting and carrying practices. They are a team player who has earned the respect of their peers through commitment, partnership and effective communication. They organize and prioritize their workload in a way that always puts the customer first and delivers the operational standards that are required, in a dynamic, fast-paced environment. They are self-motivated, adaptable to changing priorities and decisive, ensuring the best outcome for the customer and the business.

### **Duties and Responsibilities:**

- Organize and prioritize daily tasks to maximize safety and productivity.
- Through use of the Habitat cube van, and the truck and trailer, pick up and load Habitat [donations](#), such as furniture and major appliances, throughout the city and off load into the receiving area of our ReStore warehouses.
- Ensure the smooth movement of merchandise: unloading, storing and distribution of incoming items into the ReStores; assist with loading outgoing items.
- Adhere to the organization's health and safety program, including complying with safe manual lifting and carrying practices.
- Present a positive, cooperative attitude to co-workers, volunteers, and customers.
- Provide friendly, polite customer service while conducting daily responsibilities such as explaining policies to donors.
- Determine the suitability of donated products using organizational guidelines.
- Coordinate with ReStore management the tracking of donations requiring tax receipts.
- Responsible for the cleanliness and roadworthiness of the ReStore truck.
- Maintain the organization and cleanliness of the Distribution Centre and its surrounding area, and the Main Centre, ensuring the work area is clean and free from hazards.
- Assisting with tasks assigned outside regular job description.



#### **Qualifications:**

- **Must possess a minimum of two (2) years' truck and trailer driving experience.**
- **Must possess a valid Class 5 Alberta Operators permit.**
- **Must possess a current clean 5-year driver's abstract and police security check.**
- Must be physically capable to routinely lift and move heavy items (minimum of 50 lbs.) while following safe work practices for manual lifting and carrying.
- Must be capable of learning and operating our logistics software CRO.
- Must be motivated and self-directed, able to work with minimal direction or supervision.
- Demonstrated strong organizational and planning skills.
- Ability to work effectively with changing priorities.
- Employs excellent interpersonal communication skills.
- Ability to work cooperatively in a team setting.
- Forklift certificate would be an asset but is not necessary.

#### **Alignment with Habitat for Humanity Edmonton Values**

- Respect and the confident pursuit of excellence in everything we do.
- Working as One Habitat, leveraging collective experience towards common goals.
- Builds trust through every action made in integrity and with a compassionate heart.
- Passionately delivers quality experiences by taking full responsibility for our words, actions, and results.
- Serve as each other's biggest challengers and loudest supporters.
- View every decision through the lens of mission and sustainability.
- Embrace change as an opportunity to innovate and improve.
- Cultivate a safe and comfortable environment for all.

#### **Benefits:**

- After a successful 3-month probationary review, the employee is entitled to a comprehensive benefit package including health, dental, vision, travel assistance, accidental death & dismemberment insurance, life & critical illness insurance.
- Short-term and long-term disability coverage is provided.
- Employer-sponsored RRSP/TFSA plan.
- Employee assistance program.
- Safe, respectful and healthy work environment.

To apply for this position, please submit a cover letter and resume to Shari Tymo, Donations & Distribution Manager at [stymo@hfh.org](mailto:stymo@hfh.org).

We thank all applicants for their interest. Please note that only candidates who have been selected for an interview will be contacted.

*Habitat Edmonton embraces diversity and equitable opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills, as we know that the more inclusive we are, the better our work will be. Our goal is to be a diverse workforce that at all job levels is representative of our community. This relates to all employment decisions, including those in connection with recruitment, hiring, training, promotion, compensation, benefits, termination, and other terms and conditions of employment. Habitat Edmonton ensures that all of our practices are in accordance with Alberta Human Rights Commission legislation and Alberta's Employment Standards Code.*