



Re-use Hawai'i
preserve | provide | sustain

Job Title: Customer Service Representative

Program: O'ahu Redistribution Center

Reports to: Redistribution Center Manager

Supervises: N/A

Collaborates with: Redistribution Center Manager, Staff

Job Description:

The Customer Service Representative will assist community members shopping for salvaged building materials, help organize the display of materials, ring up customers, and be willing to improve current processes in the role. This position is ideal for someone with experience in customer service, is outgoing, willing to learn, and works well in a team environment.

Qualifications:

- Some experience in a public customer service role
- Previous experience using a point-of-sale system a plus. Will train.
- Collaborative, helpful, willing to learn
- Excellent communications skills
- Have a general understanding of building materials
- Able to stand for extended periods of time, walking required consistently throughout the day, able to assist in the moving of material.
- Helpful if there is a connection to our nonprofit mission of reducing waste and providing the community with an affordable building material resource.

Expectations:

- Demonstrate organizational skills and successful time management
- Able and interested in learning about building materials and the waste issue
- Work collaboratively with a team
- Proactive and willing to share ideas
- Communicate and collaborate with positivity

Schedule: Full time: Tuesday through Saturday, 8:45 a.m. - 5:15 p.m.

Compensation: Position pays \$13 per hour, plus medical benefits and paid time off. Also includes annual store credit and discount on purchases made at the warehouse.