

DO YOU WANT A GREEN JOB?

Re-use Hawai'i Material Inventory position available



Re-use Hawai'i

A vibrant non-profit working to reduce waste through building material reuse and recycling.

Job Description: Maintain an organized material inventory and data system. Research, catalog and price material according to the Re-use Hawai'i Warehouse pricing guidelines, strategic pricing agenda, and the proper procedures within the inventory management system.

Schedule: Monday through Friday, 8:45 a.m. - 5:15 p.m.

Compensation: Position pays \$15 per hour, plus medical benefits and paid time off. Also includes annual store credit and discount on purchases made at the warehouse.

Requirements, work traits, and abilities:

- Maintain an organized material inventory data system (LightSpeed).
- Research, document and retain information & knowledge about materials.
- Price and document receipt of all material entering warehouse, informed by training and reference documents.
- Ensure that the Re-use Hawai'i warehouse staff is aware of inventory systems and procedures, including material donations.
- Maintain a clean and organized work area.
- Assist in all aspects of outstanding customer service within the department.
- When needed, assist customers with purchases, questions, and measurements of material.
- Facilitate and practice good communication within the Warehouse.
- Promote and maintain a vibrant and engaging work environment that is positive and safe for staff, volunteers, donors, customers, and visitors.
- Assist the management team in identifying and promoting systems and protocols to improve department functions.
- Maintain customer and donor satisfaction by answering questions and resolving complaints.
- Promote and contribute to a healthy and safe working environment by adhering to written and verbal procedures, rules, regulations, and policy handbook guidelines. Inform management when or if violation/incidents take place.
- Take care of tools and equipment.
- Attend all safety meetings and fulfill safety requirements of position.
- Basic knowledge of building/construction materials and tools.
- Basic computer proficiency with spreadsheets and word processing (Mac OS experience a plus).
- Excellent attention to detail.
- Connection and support of the organization's mission.



Physical requirements:

- Position requires lifting (up to 50 lbs.) on a regular basis.
- Ability to perform intense and repetitive physical work including bending, lifting & moving material, standing, walking.

General requirements:

- Ability to be contacted via phone and through email communication.
- Good professional references.
- Ability to learn to operate a pallet jack and Forklift.
- Non-profit experience a plus.

To apply: Please apply online here: <http://reusehawaii.org/employment-app.php>

