

Work with Re-use Hawai'i!

BE OUR NEW MATERIAL INVENTORY SPECIALIST



Re-use Hawai'i
preserve | provide | sustain

Position Summary: Maintain an organized material inventory and data system. Research, catalog, and price material according to the Re-use Hawai'i Redistribution Center pricing guidelines, strategic pricing agenda, and the proper procedures within the inventory management system. Full-time and part-time positions available. Work location at the Re-use Hawai'i Redistribution Center (200 Keawe Street).

Full-time Schedule: Tuesday-Saturday, 8:45am - 5:15pm.

Part-time Schedule: only available in full 8-hr shifts and must include Saturday shifts.

Compensation:

- Position pays \$16 per hour to start
- Health/prescription drug insurance (HMAA)
- Elective dental and vision insurance available (HDS / HMAA)
- Paid vacation and sick time
- \$200 material credit at Re-use Hawai'i & employee discount
- Retirement plan (Vanguard 403B)
- Workboot stipend

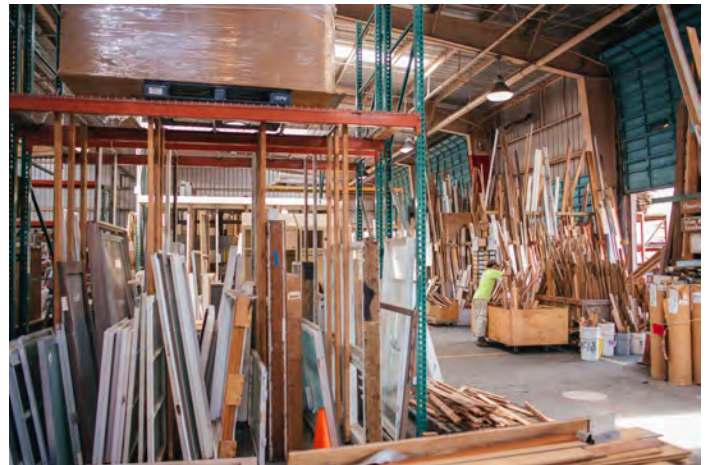
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Required qualifications, work traits, and abilities:

- 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 Redistribution 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 violations/incidents take place.
- Take care of tools and equipment.
- Attend all safety meetings and fulfill safety requirements of the position.
- Basic knowledge of building/construction materials and tools.
- Basic computer proficiency with spreadsheets and word processing (Google Workspace/G Suite experience a plus).
- Excellent attention to detail.
- Connection and support of the organization's mission.



Physical requirements:

- Position requires lifting up to 60+ lbs throughout the work day.
- Ability to perform intense and repetitive physical work including bending, lifting & moving material, standing, walking.

General Requirements:

- Cell phone and email communication.
- 3 good professional references (no friends or family).
- Ability to learn to operate a pallet jack and Forklift.
- Non-profit experience is a plus.



Learn more about our organization and how we serve the community through our work at:

reusehawaii.org