



## **SALES ASSOCIATE (Summer Student) Hanover Location**

Habitat for Humanity Grey Bruce, a non-profit, housing organization, builds affordable homes with families who currently live in substandard housing. Since 1987, we have built 76 homes throughout Grey and Bruce counties.

We are currently accepting applications for this part-time position in our ReStore located in Hanover. (Summer season up to 32 hours per week); work schedule includes Saturdays. This position pays \$17 per hour.

### **POSITION OVERVIEW**

Understanding and committed to the mission of Habitat for Humanity Grey Bruce (HFHGB), the Sales Associate is part of a team (employees and volunteers) responsible for providing outstanding customer service in our ReStores, assist in processing and replenishing product, and safeguarding HFHGB assets.

Other duties and responsibilities may be given at the discretion of the Manager and/or their designate.

### **AREAS OF RESPONSIBILITIES**

#### **Customer Service**

- Ensure that each customer receives outstanding service as defined by the standard of: acknowledging customers with a friendly greeting; responding politely to customers' questions (this will require maintaining up to date HFHGB and product information); assisting customers with purchases (lifting, bagging, carrying purchases to customers' vehicles)
- Assist customers who have products to donate

#### **Store Operations**

- Assist with unloading, processing and the display of products. Assist with keeping the store clean and orderly
- Product assembly, maintenance and stocking
- Research the latest social media platforms and advise on how best to utilize those platforms for marketing and promotion
- Other duties as assigned by the Manager or their designate

#### **Health & Safety**

- Follow all health and safety procedures; notify the Manager or their designate of a safety /hazardous issue

### **REQUIRED SKILLS, ABILITIES AND EXPERIENCE**

- Previous retail customer service or related experience
- Ability to provide outstanding customer service in a friendly and courteous manner
- Ability to work independently and with others.
- Proficient spoken and written English. Ability to read, count, and write to accurately complete all documentation
- Physical ability to stand for extended periods, and to move, handle and lift merchandise weighing up to 50 lbs.

Please send your resume in confidence to:

**Habitat for Humanity Grey Bruce Attention: Jim Lawson, ReStore Manager**  
223017 Grey Road 17, Owen Sound, Ontario N4K 5N7 Email: [restore@habitatgreybruce.ca](mailto:restore@habitatgreybruce.ca)

Resumes will be accepted until **May 10<sup>th</sup>, 2024** or until position is filled.  
*We thank all applicants however only those selected for an interview will be contacted.*

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*Any personal information submitted will be managed in accordance with the requirements of the Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.*

*Habitat for Humanity Grey Bruce is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*