

**Habitat for Humanity East Bay  
Procurement Assistant Job Description**

**Date:** August 2010

**Department:** ReStore

**Reports to:** Procurement Coordinator

**Classification:** Full time, Non-Exempt

**Habitat East Bay Mission Statement:**

Inspired by God's love, our mission is to create successful homeownership opportunities for families with limited incomes by building sustainable housing and revitalizing neighborhoods.

**Position Purpose:**

The Procurement Assistant performs pickups of donated building materials for the Habitat East Bay ReStore. The ReStore receives and resells donated building materials and other items. The Procurement Assistant will be responsible for completion of multiple pickups of materials from jobsites, donor homes, and businesses daily, 4 days per week, and 1 day per week will be spent as sales staff at the ReStore.

**Essential Functions of Position:**

- Pickup of donated building materials.
- Scheduling pickups of donated material
- Donor relations/correspondence
- Assist customers and make sales in the retail store
- Arrange for disposal or redistribution of unneeded materials.
- Assist in developing and adhering to criteria for donated materials.
- Assist in keeping truck well maintained and clean, minor repairs as needed.

**Knowledge, Skills, and Abilities:**

- Ability to drive, load and unload trucks safely
- Ability to move large items carefully and safely through jobsites over uneven surfaces and terrain
- Ability to transport items safely using moving blankets, straps, etc.
- Knowledge of building materials and their use in residential and commercial applications.
- Ability to work independently
- Retail sales experience a plus
- Good customer service skills a must
- Ability to present the Habitat message to potential donors
- Good oral and written communication skills
- Connections in the construction business helpful
- Know the Habitat strategic plan and understand your role in it
- Know Habitat's mission and history
- Know and understand the relationship between Habitat, Habitat Affiliates and Habitat International
- H.S. Diploma or equivalent
- Must have valid CA Driver's License and good driving record

**Working Environment/Physical Requirements:**

Frequent travel required. Must have the ability to safely lift 70+ lbs, stand, squat, bend, climb in/out of truck and multiple times per day.

**Note:** This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as desired.

Interested candidates should email a cover letter and resume to Lucinda Lee, Finance & Operations Manager at [llee@habitatEB.org](mailto:llee@habitatEB.org).