



Warehouse Assistant needed for Habitat for Humanity of San Antonio, a large non-profit, single family home builder and social service provider. Duties include pulling, packing, loading and delivering inventory to build sites. If you are a fun, energetic, detail-oriented person with good coordinating, multi-tasking, and computer skills, and are looking for a meaningful job with good pay, GREAT benefits, and a stable employer, we could be the place for you!

We work hard, but celebrate families; so we offer unique benefits like being closed from Christmas Eve through New Year's Day as PAID holiday leave! We also provide paid vacation that increases with length of service, paid sick leave, a great retirement plan with a generous employer match, paid employee health insurance with generous cost-sharing for dependent health, and many other benefits to help our employees take care of their own families.

This position provides support to the warehouse Inventory Coordinator. Position duties include, but are not limited to:

- Timely in-processing of inventory items including sorting and storing in correct place inside warehouse;
- Pulling and packaging materials from our inventory;
- Loading and unloading materials on/ from trucks and trailers;
- Packaging and pre-building some components and products;
- Delivering materials to build site.

Qualifications include:

- Must pass a background check and drug screening, must have and maintain a Texas driver's license and a good driving record;
- Goal and team oriented, a positive attitude with a good sense of humor, good people skills, with strong oral communication skills (bilingual in Spanish a plus, but not required);
- Must be detail oriented and good at independent follow-up and follow-through;
- This position will work in a warehouse and on an active construction site so must have strong physical and mental capabilities including the ability to load and unload, lift and carry 50 lbs or more, must be able to stand, walk, squat, climb stairs and ladders, and be on your feet for extended periods of the day each and every day. Must have good manual dexterity with fine motor control of both hands and fingers along with other physical and mental abilities that are needed to effectively work on and traverse a large scale construction site

This is a full time, hourly position. Normal work schedule is 6:45 a.m. – 4:00 p.m., Monday- Friday with occasional overtime and occasional Saturdays during peak times and special builds. Habitat has a smoke and tobacco free environment.

EOE. Interested candidates should submit a cover letter and resume:

- By email with "WA" in the subject line to jobs@HabitatSA.org, OR
- By fax to Attn: WA, (210) 223-5536
- By mail or delivery to Habitat's administrative office to Attn: WA, 311 Probandt, San Antonio, TX 78204

Filling this position is a priority so please apply promptly! The job posting will close when a suitable candidate is hired.