



Habitat for Humanity[®] of San Antonio & Guadalupe Valley

Inventory Manager needed for Habitat for Humanity of San Antonio, a large non-profit, single family home builder and social service provider.

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 offer a reasonable work schedule, paid vacation, 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.

Qualifications:

- 2-years' experience in retail warehouse operation
- Good people and teamwork skills.
- Good verbal communications skills.
- Requires a demonstrated competence in Microsoft Office suite, customer service, personnel management, safety management, and inventory control.
- Ability to work independently with minimal supervision to complete all tasks assigned.
- Strong organizational skills: high attention to detail and ability to multi-task.
- Must be able to lift and carry 40 lbs minimum and be able to stand for long periods of time.

Responsibilities:

- Instruct and utilize store and warehouse staff, volunteers for the orderly operation of the Habitat Home Center.
- Evaluate and price incoming donated goods.
- Always ensure an adequate inventory of merchandise on the sales floor.
- Check in all incoming freight.
- Coordinate safety issues with management.
- Coordinate all recycling efforts.
- Perform all other duties and tasks as assigned.
- Ensure strict adherence to HFHSA policies, procedures, internal controls, and store operation procedures.

Abilities Required:

- Much of the work is performed while standing and/or walking.
- Requires the ability to lift, carry, push, or pull medium weights up to 50 lbs.
- Requires some bending, squatting, twisting, climbing, reaching, and sitting.

Inventory Manager

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- Requires the use of hands for grasping and fine manipulations.
- Requires activities involving being around moving machinery, exposure to dust, and fumes from warehouse equipment and vehicles.
- Must be able to read and understand information and ideas presented in writing.
- Requires accurate mathematical calculation abilities (add, subtract, multiply, & divide).

EOE. Interested candidates should submit a cover letter, resume, and preferred salary range to: Attn.: Inv.Mgr.

- By email with “Inventory Manager” in the subject line to jobs@HabitatSA.org