

Position Open: ReStore Procurement Manager

Responsibilities:

- ReStore donations – plan and develop strategy to get high-quality donations to sell at ReStore
- Solicit donations: visit businesses, vendors, manufacturers, others and ask for donations
Drive HFH truck: backup driver for donation pick-ups, supply receipt, maintain vehicles
- Build team of volunteers: recruit and coordinate volunteers to assist in building and keeping relationships with donors.
- HFHLC is an equal opportunity, affirmative action employer

Requirements:

- Ability ask and close on donations
- Valid driver's license and car available for daily work
- Microsoft office suite skills,
- Excellent research skills to obtain donors
- Experience with general supervision a plus
- Excellent verbal & interpersonal communication skills
- Excellent customer service skills
- Experience in working with diverse groups of people
- Knowledge of building materials a plus
- Ability to understand & speak Spanish a plus
- Ability to lift 25 lbs.

To Apply:

Send resume: jdovan@habitatlc.org or fax: 847-623-1038

In person application:

ReStore: 3545 Grand Avenue, Gurnee

HFHLC Office: 315 N MLK Jr Avenue, Waukegan