Re-use Hawaii

Job Title: Material Inventory Specialist

Employment Type: Full-Time
FLSA Status: Non-exempt
Department:
Reports To: Redistribution Center Manager

Job Summary

Maintain an organized material inventory and data system. Research, catalog, and price material according to the Re-use Hawai‘i Redistribution Center pricing guidelines, strategic pricing agenda, and the proper procedures within the inventory management system. This is a full-time position, ~40 hours per week.

Schedule: 8:45am - 5:15pm. Work location at the Re-use Hawai‘i Redistribution Center (4561 on Salt Lake Boulevard by the Stadium).

General Requirements:

- Cell phone and email communication.
- 3 good professional references (no friends or family).
- Ability to learn to operate a pallet jack and Forklift.
- Non-profit experience is a plus.

Compensation:

- Position pays $17 per hour to start
- Health/prescription drug insurance (HMAA)
- Elective dental and vision insurance available (HDS / HMAA)
- Paid vacation and sick time
- $200 material credit at Re-use Hawai‘i & employee discount
- Retirement plan (Vanguard 403B)
- Workboot stipend

Essential Duties

- Maintain an organized material inventory data system (Lightspeed).
- Research, document, and retain information & knowledge about materials.
- Price and document receipt of all material entering warehouse, informed by training and reference documents.
- Ensure that the Re-use Hawai‘i Redistribution staff is aware of inventory systems and procedures, including material donations.
- Maintain a clean and organized work area.
- Assist in all aspects of outstanding customer service within the department.
- When needed, assist customers with purchases, questions, and measurements of material.

- Facilitate and practice good communication within the Warehouse.
- Promote and maintain a vibrant and engaging work environment that is positive and safe for staff, volunteers, donors, customers, and visitors.
- Assist the management team in identifying and promoting systems and protocols to improve department functions.
- Maintain customer and donor satisfaction by answering questions and resolving complaints
- Promote and contribute to a healthy and safe working environment by adhering to written and verbal procedures, rules, regulations, and policy handbook guidelines
- Inform management when or if violations/incidents take place.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Behavioral Characteristics

- Excellent attention to detail.
- Connection and support of the organization’s mission.

Computer Skills

- Basic computer proficiency with spreadsheets and word processing (Google Workspace/G Suite experience a plus)

Tools & Technology

- Take care of tools and equipment.
- Basic knowledge of building/construction materials and tools.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is:
- regularly required to stand; walk; stoop, crouch, or crawl.
The employee must:
- regularly lift and/or move up to 50 pounds.