



Thrift Store Logistics Coordinator

JOB SUMMARY:

The Thrift Store Logistics Coordinator reports to the Thrift Store Manager and coordinates the intake process of household goods receiving, sorting and distribution. The position is responsible for maintaining an efficient workflow for the intake, sorting, and distribution work area and coordinate activities with the rest of the Thrift Store team. The position is also responsible for training and monitoring the performance of volunteers and to promote a strong inclusive team environment.

HOURLY RATE AND STATUS: \$12.25-13.00/HOUR 20-24 Hours per Week
(Non-exempt Classification)

OPEN UNTIL FILLED – Applications will be considered immediately and the position is open until filled.

DUTIES AND RESPONSIBILITIES:

- Supports the mission of PACS.
- Maintain an efficient workflow for the sorting and distribution of Thrift Store goods.
- Provide orientation, training and coaching to volunteers who support the intake and materials management process.
- Oversee the intake, processing and management of large volumes of materials.
- Provide positive, supportive customer service to thrift store donors.
- Maintain neat, orderly, and safe work area.
- Identify and assist in the resolution of communication problems and conflicts that may arise with staff and volunteers in the apparel and soft goods work area.
- Maintain a positive team environment that fosters the dignity and growth of volunteers and staff working in the apparel and household work area.
- Coordinate activities with other Thrift Store staff to ensure continuity of work practices.
- Manage stored inventories in containers, problem solve space issues, and assist in inventory logistics.
- Support our recycling programs including bringing scrap materials to the recycling center and coordinate with the agency supporting our clothing recycling program.
- Periodically pick up furniture from estates and other partner agencies.
- Performs other related duties as assigned.

QUALIFICATIONS:

Minimum of high school education or GED. Experience working in retail or related field preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Time management and strategies for prioritizing and organizing work
- Warehouse or related workflow operations;
- How to function in a team environment
- Awareness of how ethnicity, race, national origin, and gender impact interpersonal communication

Skill in:

- Coordinating activities of small team
- Ability to follow and improve work area policies and procedures
- Communicating in a diverse environment
- Problem-solving and ability to meet deadlines
- Must perform work with an attention to details and accuracy

Able to:

- Drive a forklift (training provided by PACS)
- Ability to drive a box truck and van (No special license required)
- Operate a variety of equipment such as hand dollies, Pallet jacks, price labeling tools
- Engage effectively with an ethnically and culturally diverse population
- Effectively communicate with volunteers and co-workers
- Ability to interpret pricing guidelines and teach others how to price
- Work independently and in a team environment

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

Work is performed requires prolonged standing, physical exertion, carrying equipment and supplies, reaching overhead, and lifting up to 35 pounds. Significant interaction with volunteers.

HOW TO APPLY

To be considered for this position, submit a cover letter describing your interest in this position and a complete resume to mark.fulop@pacsonline.org

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