https://newamericanpathways.org/employment-and-internships/apartment-set-up-assistant/

Apartment Set-Up Assistant

Industry
The Welcome Co-op

Working Hours
40 Hours Per Week

Description

The Apartment Set-up Assistant will work on a team to support the setup of homes for refugee families arriving into the Atlanta area through our member agencies. This position will operate under a shared-service agreement with our four member resettlement agencies: Catholic Charities Atlanta, the International Rescue Committee (IRC) in Atlanta, New American Pathways and Inspiritus. Until the Welcome Co-op is acting as an independent non-profit organization, New American Pathways will be the employer of record for this position.

The role includes collecting, transporting and assembling items for new home setups, picking up donations from donors, purchasing and receiving items from vendors, loading and unloading vehicles, inventory management, and working with volunteers. The Apartment Set-up Assistant will also support relationships with housing providers for newly arriving refugees by advocating for safe, clean, and affordable housing. This includes maintaining good relationships with housing providers, supporting tenants with basic apartment maintenance, and advocating on behalf of tenants as necessary.

Responsibilities

•Pull and load items needed for assigned daily setup(s)
•Drive box trucks from and to warehouse to setup locations as well as to and from donor locations
•Prepare apartments for incoming arrivals, including stocking all required household and personal care items and assembling and placing all furniture.
•Complete a Housing Inspection Checklist for each home set up along with a Housing Order/Inventory form. Send these completed documents electronically to the responsible resettlement agency contact within 24-48 hours of setup.
•Pick up donations as necessary and as assigned. Provide respectful, courteous service to donors including provision of a tax receipt if requested by donor.
•Handle inventory of both donated and purchased items, including organization of items and accurate record keeping and using paper forms and electronic spreadsheets, databases, and the Sortly online inventory system.
•Organize storage facility for ease of locating, loading, and unloading items. Maintain an organized and clean facility. Use material-handling equipment (such as hand trucks and dollies)in a safe manner to perform regular duties in storage facility and loading and unloading items to/from storage facility, vehicles, client homes, and donor locations.
•Dispose of unusable (e.g., unsuitable, broken, surplus) items according to agency procedures and recycle items as appropriate.
•Help manage volunteers who assist with setups and/or who assist with sorting/processing of inventory in warehouse.
•Perform regular vehicle checks and maintain accurate vehicle logs. Maintain clean vehicles, and monitor vehicle performance, include refueling and taking for regular maintenance. Advise appropriate point person(s) of pending vehicle inspections, insurance renewals, or any defects/problems/damages. Adhere to vehicle policies and procedures.
•Load and unload vehicles responsibly, ensuring safety and security of passengers and items, especially large and heavy items (e.g., furniture).

•Perform other duties and tasks as assigned.

Qualifications

•Valid driver's license (class C), clean driving record, and competence driving box vans/trucks.
•Ability to pass a background check and be around clients, including minors.
•Demonstrated experience with inventory management, warehousing, or donation coordination.
•Exceptional customer-service skills.
•High level of organizational skills.
•Energetic and positive attitude conducive to working on a small team.
•Ability to work and interact well with individuals (staff and volunteers) from a variety ofsocioeconomic backgrounds in a culturally diverse environment.
•Working familiarity with Microsoft Word and Excel and ability to learn database/customer-relations-management (CRM) programs (e.g., Salesforce) quickly.
•Ability to lift at least 75 lbs. by oneself or at least 150 lbs. with another person, repeatedly inshort periods as required moving furniture, including up and down stairs, on, and off trucks.
•Excellent interpersonal relations skills: the ability to work effectively with partners, donors, colleagues in a cross-cultural, multi-disciplinary environment.
•Organizational skills with the ability to manage multiple tasks, set priorities, effectively manage time; good basic math skills.

Job Benefits

This is a full-time, salaried position with a pay range of $33,280-$37,440. Employer contributes to medical, dental and vision insurance. Employer pays life and disability insurance. Fourteen (14) paid holidays and a generous paid time off policy. Employee has the option to contribute to 401(k)with an employer match of up to $500.

Contacts

To apply please email your resume and cover letter to careers@newamericanpathways.org.