

**Company:** Humble Design - Cleveland

**Job Title:** Warehouse Manager + Mover

**Job Type:** full-time (possible part-time to start)

**Schedule:** 8 hour shift, M-F

**Compensation:** \$16.00 - \$18.00 per hour based on experience and skills

**Benefits:** Health insurance and paid time off

**Location:** Solon, OH

### **Job Description**

Our Warehouse Manager/Mover is the muscle of our organization, literally! This individual is responsible for placing furniture into our client's homes on Deco Days (day that we as an organization decorate a client's home), picking up furniture donations, as well as handling day to day tasks around the warehouse.

Other duties include but are not limited to the following:

- Passionate about our mission with a strong desire to help those in Cleveland emerging from homelessness.
- Responsible for scheduling & confirming furniture pickups, corresponding to email requests & tracking.
- Ensure warehouse upkeep, organize donated furniture in the warehouse and maintain warehouse readiness for accepting donations.
- Move/organize donated furniture & household items from drop offs and pickups.
- Drive truck for donation collection & pickups.
- Assist with day to day tasks around the warehouse, including maintaining an organized, clean, and safe warehouse environment.
- Deliver & move furniture into client homes on deco days based on designer floor plans.
- Keep track of inventory in the warehouse.
- Upkeep & maintenance of Humble Design truck, tools, warehouse supplies and equipment.
- Assist with building furniture as needed in the warehouse and on deco days. Complete additional warehouse projects including building shelving, storage and repairing furniture (proficiency with tools a must).
- Work with other employees, volunteers, and contractors (security, additional movers for hire, designers) to ensure obligations on deco days and in the warehouse are met.
- Able to manage & mentor others.
- Ability to lift and move heavy items 5 days a week and operate equipment.

### **Experience/Skills**

This candidate will work closely with the Humble Design Operations Manager and will be expected to lead the warehouse operations, logistics and service execution. The right candidate should have sound warehouse leadership experience with proven team leadership skills.

- Proven proficiency with tools and experience building shelving and furniture, and making repairs.
- Dependable & reliable with a positive attitude.
- Problem solver.
- Excellent communicator.
- Self-starter/independent worker but great team player who takes ownership for making a great work culture.
- Must be proficient with Google maps or other map applications, Excel, & other Office applications.
- Responds promptly & has excellent follow through.
- Strong customer service & empathy skills.
- Ability to maintain confidentiality.
- Valid Ohio driver's license.

**To apply**

Please email your resume to [info@humbledesign.org](mailto:info@humbledesign.org).

**About Us**

Humble Design serves individuals, families, and veterans emerging from homelessness by transforming their empty house into a warm, welcoming, and uplifting home with donated furniture and household goods. We believe in restoring dignity to every family that has suffered homelessness. We aim to build a committed, creative network of individuals, community leaders, and corporations working toward creating stability for those affected by homelessness.

Across the country, Humble Design warehouses are curated and stocked by design teams that personalize homes by providing a dignified, life changing experience for clients.

COVID-19 precautions include social distancing guidelines, sanitizing, disinfecting, and cleaning procedures.

[www.humbledesign.org](http://www.humbledesign.org)