

## **Furniture Donation Specialist**

### **Second Life Upscale Resale**

Are you creative, outgoing, organized and dependable? Can you communicate professionally with employees, volunteers & customers? Do you love helping others find bargains? Are you an animal lover?

Second Life Upscale Resale store is a pet-friendly store that offers a quality resale shopping experience with the mission of helping Atlanta's homeless pets. Our goal is to offer shoppers a distinctive shopping experience. We are a non-profit 501(c)(3) charitable organization that relies on donations from the general public.

We are currently searching for a part-time Furniture Donation Specialist. This person's primary roles will be accepting furniture donations from customers, as well as sorting, cleaning, testing, fixing, and pricing incoming donations.

You will enjoy the rewards that come from being a part of an organization that is dedicated to promoting responsible pet ownership, supporting animal rescue groups and helping make the world a greener place!

### **Essential Duties/Responsibilities**

- Must be available to work Saturday and Sunday.
- Provide excellent service by giving prompt, courteous assistance to customers.
- Accept furniture donations that are taken through the front door or through the back of the store.
- Set up furniture vignettes and arranges merchandise to promote sales as assigned.
- Maintain cleanliness and organization of work station and store.
- Operate cash register in a friendly manner, accepting payment and making change. Placing customers' merchandise in bags and wrapping items as needed. Must be comfortable and precise when working with math and currency.
- Promote our mission of encouraging pet adoptions and responsible pet ownership
- Complete other tasks as assigned.
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### **Job Requirements**

- Ability to lift heavy items (100 lbs. or more) repeatedly while climbing, balancing, kneeling, crouching, walking, etc.
- Previous experience in customer service, general labor, moving, construction, or warehouse is helpful.
- Must be an animal lover and able to work in close proximity to dogs and cats in the store.
- Able to read and comprehend simple instructions, short correspondence and verbal requests. Able to effectively present information to customers.
- Able to multi-task
- Outgoing, customer-focused individual. Able to interact with a variety of customer personalities in a pleasant manner
- Able to stand on your feet for up to 8 hours at a time.
- Good hand-eye coordination and spatial reasoning skills.
- High School Diploma or Equivalent required. College degree or some college preferred.

**Part-time position.** Average 20-30 hours per week. Includes weekends and some weeknights.

**Pay:** Hourly

**Manages others:** No

To apply, please complete job application, send a resume and a cover letter to: [contactus@secondlifeatlanta.org](mailto:contactus@secondlifeatlanta.org) or bring to store at 1 N. Clarendon Avenue, Avondale Estates, GA 30002. Position will be open until filled. For organization information, visit [www.secondlifeatlanta.org](http://www.secondlifeatlanta.org).