



Role Description for Weekend Coordinator

ReCreate is a not-for-profit social enterprise involved in the collection of unused and unwanted materials from businesses which are then reused creatively by member groups and in workshops. The Creative Reuse concept facilitates businesses to save on their disposal costs by diverting materials from landfill for use for creative purposes. Materials are available to ReCreate members for use in artistic, educational and creative projects/settings.

The role of Weekend Co-ordinator is to manage ReCreate's operations on weekends at the Warehouse of Wonders in Ballymount, South Dublin. Reporting to the Marketing Manager, the successful candidate will be responsible for ensuring the smooth running of our weekend activities.

Responsibilities/Duties include:

- Liaising with customers and suppliers.
- Welcoming and assisting members with signing in and material requests.
- Using space and mechanical handling equipment safely and efficiently.
- Making sure safety, quality targets and environmental objectives are met.
- Having a clear understanding of the company's policies and vision and how the warehouse contributes to these.
- Processing of payments and updating Salesforce CRM System.
- Responding to and dealing with customer communication by email and telephone.
- Producing regular reports and statistics on a daily, weekly and monthly basis.
- Maintaining standards of health and safety, hygiene and security in the work environment, for example, ensuring that stock such as chemicals and food are stored safely.

Experience/Skills:

- Minimum of 2 years' experience in customer service related role.
- Customer focussed with excellent relationship management skills.
- Strong problem-solving abilities.
- Ability to multitask and prioritise.
- Excellent IT skills.
- Full clean driving licence.

Preferable skills:

- Good knowledge of Health and Safety requirements in warehousing
- Interest in social enterprise, creative activities, environment
- Forklift licence

Hours of work: Saturday: 9.30am – 5pm & Sunday: 10am – 4pm