

# Habitat for Humanity of Greater Miami

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## Job Posting: Warehouse & Logistics Manager (Construction Support)

**Location:** 3800 NW 22nd Ave, Miami, FL 33142

**Department:** Construction

**Reports To:** Construction Manager

**Employment Type:** Full-Time | Non-Exempt

**Work Schedule:** Tuesday – Saturday, 7:00 AM – 3:30 PM

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### Making an Impact with Habitat for Humanity of Greater Miami

Do you thrive in a hands-on, fast-paced environment? Are you passionate about helping others and want to play a key role in building homes for families in need?

Habitat for Humanity of Greater Miami is seeking a motivated and reliable Warehouse & Logistics Manager to support our Construction Department. This role is critical in ensuring that materials, tools, and equipment are organized, delivered, and ready to support construction staff and volunteers on our job sites.

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### What You'll Do

#### Warehouse & Inventory Management

- Maintain full knowledge of all tools, equipment, and materials in the warehouse
- Organize and manage warehouse operations to ensure efficiency and accessibility
- Track inventory, monitor usage, and report shortages or upcoming needs
- Ensure materials are properly stored, labeled, and ready for deployment

#### Construction Logistics & Deliveries

- Coordinate and deliver materials, tools, and supplies to active job sites
- Ensure construction staff and volunteers have everything needed for daily tasks and builds
- Prepare and stage materials in advance based on construction schedules
- Load and unload materials, verifying accuracy and completeness

#### Construction Staff & Volunteer Support

- Work closely with construction leadership to understand daily and upcoming needs
- Prepare and maintain construction work trucks, ensuring they are stocked and organized
- Assist with staff time tracking, including punch-in/punch-out support as needed
- Support volunteer build days by ensuring tools, materials, and setup are ready

#### Job Site Support

- Be present at job sites to assist with builds and overall operations as needed
- Support construction staff with tasks to help keep projects on schedule
- Stage tools and materials for efficiency and safety on site

#### Tools & Equipment Maintenance

- Monitor the condition of tools and equipment and coordinate repairs or replacements
- Perform basic tool maintenance and assist with repairs
- Ensure tools are returned, accounted for, and properly stored after use

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## Qualifications

### Education and Experience:

- Experience in warehouse operations, construction, or logistics preferred

### Skills & Requirements:

- Strong organizational skills and attention to detail
- Ability to work collaboratively with construction staff, volunteers, and internal teams
- Comfortable working both in a warehouse and on active construction sites
- Basic knowledge of construction tools and materials
- **Bilingual preferred (English and Spanish)**
- Must have reliable transportation and a **valid driver's license (must be insurable)**
- Must be legally authorized to work in the United States

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## Physical Requirements

- Ability to lift and carry **at least 50 pounds regularly**
- Ability to stand, walk, bend, kneel, and climb for extended periods
- Comfortable working in outdoor conditions, including heat and varying weather
- Ability to load/unload materials and safely navigate active construction sites

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## Why Join Habitat for Humanity of Greater Miami?

We believe that taking care of our employees is just as important as taking care of our community. That's why we offer a competitive and comprehensive benefits package for all full-time employees.

### Compensation:

\$50,000 to \$60,000, commensurate with experience

### Highlights of Our Benefits Package:

#### Medical, Dental & Vision Insurance

- Affordable bi-weekly premiums for individuals and families
- Employer contributions toward employee and dependent coverage

#### 403(b) Retirement Plan with Employer Match

- Eligible for matching after one year of service
- Matching contributions up to 5% after seven years

#### Disability and Life Insurance

- Company-paid life insurance equal to one year's salary (or \$50,000, whichever is higher)
- Short- and long-term disability coverage provided at no cost

#### Paid Time Off and Holidays

- 17 to 22 PTO days annually for non-exempt staff
- Paid holiday schedule including MLK Day, Juneteenth, and Christmas Break (Dec 22–Jan 2)

#### Additional Benefits

- AFLAC supplemental plans available
- A mission-driven culture committed to equity, service, and teamwork



We build strength, stability, self-reliance and shelter.

### **How to Apply**

Submit your resume and cover letter to:

**[careers@miamihabitat.org](mailto:careers@miamihabitat.org)**

Subject: Warehouse & Logistics Manager – [Your Name]

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### **About Us**

Habitat for Humanity of Greater Miami is a nonprofit organization working to build strength, stability, and self-reliance through affordable homeownership. By partnering with families and the community, we help create long-term change one home at a time.

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### **Equal Opportunity Employer**

Habitat for Humanity of Greater Miami is an Equal Opportunity Employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees.