



Revised: 10/17/22

Title: Apparel Division Associate
Department: Resale
Reports To: Director of Reuse

Background

Homeboy Apparel Recycling is building a world in which human and natural resources are valued, not wasted. Our mission is to provide our customers with the highest quality apparel reuse and recycling solutions while employing people who face systemic barriers to work. We are affiliated with Homeboy Electronics Recycling, an R2® certified (Responsible Recycling), award-winning social enterprise that is part of the Homeboy Industries family.

Summary

This position is responsible for supporting the daily operations of the Apparel Recycling division including but not limited to: receiving, sorting, depackaging, demanufacturing, reselling and shipping. Balances a positive and team oriented attitude with a healthy sense of urgency and accountability. Expected to gain and apply knowledge as the business grows and work closely with the Apparel Recycling management and team.

Responsibilities

- Quality, Environmental, Health & Safety (QEHS) Management System
 - Keep the warehouse and surrounding area secure, organized, free from hazards, and otherwise up to QEHS standards- including the correct use of Personal Protective Equipment (PPE).
- Planning
 - Work closely with the Director of Reuse to execute Apparel Division action items both in the warehouse and in the office.
 - Implement action plan(s) assigned and ensure productivity expectations are met.
- Operations
 - Work with the Director of Reuse to research and optimize material disposition to different approved downstream vendors/buyers based on price, convenience, weight minimums, etc.
 - Review and audit shipping and receiving reports for accuracy.
 - Conduct and maintain an accurate inventory count of various merchandise throughout the warehouse.
 - Receive and document inbound and outbound loads and ensure accuracy of shipping logs.
 - Document and share newly acquired knowledge (especially resulting from unusual situations).
 - Any and all other tasks, projects, duties, and activities as assigned.
- Product Sales



- Manage product listings across multiple marketplaces as well as physical stores.
- Maintain an online product catalog with accurate and well-written (proper spelling and grammar) descriptions based on product specifications.
- Perform quality assurance to ensure templates and links are functioning properly.
- Ensure that brand aesthetics are maintained across all sales and marketing channels.
- Make recommendations for changes to product listings based on market trends, opportunities, promotions, and competitor listings.
- Provide fast, responsive, and professional customer service via multiple channels, including email, chat, text, and phone.
- Maintain adequate supply of shipping materials, ensuring that products are securely packaged for shipment and that they ship on time (typically within 24 hours of sale).

Basic Qualifications/Requirements

- Must be fully vaccinated against COVID-19. Requests for reasonable accommodation will be considered on a case-by-case basis if the applicant cannot be vaccinated based on a protected characteristic, a disability or due to sincerely held religious beliefs or practices.
- Ability to work both independently, with initiative, and as an effective member of a team.
- Quick decision maker with strong verbal and written communication skills.
- Proficient with Google Suite and Microsoft applications.
- Experience using databases to record, query, and report data.
- Comfort with math and basic calculations.
- Must have or be willing to obtain Forklift certification.
- Must have an active and valid California Driver's License.

Additional Desired Qualifications/Experience

- Bilingual (English & Spanish) a plus
- Must be able to operate a pallet jack and other warehouse equipment

Additional Position Information

- **Classification:** Non-Exempt (Hourly), according to FLSA guidelines.
- **Benefits:** Medical, Dental, Vision, 401K
- **Other:** This position may include occasional travel within the greater Los Angeles area and elsewhere in California or other states. Occasional evening or weekend availability may be necessary.
- **Work Conditions:** Warehouse environment, including regular standing and sitting. Some exposure to environments with occasional loud noises from machinery, tools, and equipment.
- **Physical Requirements:** Lifting of approximately 25-50 pounds.

This job description may not cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Activities and responsibilities may change at any time.