



Title: Deliveries Coordinator

Employment Status: Part-time

Payment: \$12/hour

Position Summary:

The primary role of the Deliveries Coordinator will be two important roles: (1) to pick-up, move, and transport donations from donors to Brilliant Detroit site(s), and (2) to transport materials between Brilliant Detroit sites.

A reliable and focused individual would be a good match for this position, we are relying on you to help our Detroit non-profit function! This coordinator will report to the Special Projects Manager.

Essential Job Responsibilities:

- In a Brilliant Detroit provided vehicle/mileage reimbursement, move and help pick-up donations in the Metro Detroit area and bring to Brilliant Detroit.
- Use warm customer service and respect while working with donors
- In a Brilliant Detroit provided vehicle/mileage reimbursement, transport materials to sites or outside the organization
- Diligent concentration, care, and safety while doing deliveries
- Clear communication with the Special Project Manager, and other staff
- Help create a smooth donation system

Working Conditions

- A keen eye for detail and physical stamina are greatly valued for this job
- This position may require and weekend work
- Ability to lift and move at least 50 lbs

Qualifications:

- Valid driver's license
- Reliable transportation and car insurance
- At least 18 years old

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