



Licking/Knox Goodwill Industries, Inc.
65 S. 5th Street • PO Box 828
Newark, OH 43058-0828
Phone 740-345-9861 • Fax 740-345-3191

JOB# 6408011

POSITION:

Store Manager

SITE:

Coshocton Ave Store • 855 Coshocton Ave • Mt. Vernon, OH 43050

DAYS/HOURS:

44 hours per week • Must be flexible to meet Store needs
Store Hours Monday-Saturday 9am-9pm • Sunday 11am-7pm

DUTIES:

This position is responsible for the daily operations of the retail store; this includes sorting, pricing, and the displaying of donated goods, as well as all other functions operating a store. This position must supervise employees, ensure quality control standards are met, complete required trainings for employees, and conduct all necessary employee evaluations.

REQUIREMENTS:

High school diploma.

Must have at least 3 years prior retail management, cashier & retail knowledge with clothing/textile experience.

Must possess a valid driver's license and be able to meet driving standards.

Employer conducts pre-employment drug test, background check & credit check.

Experience working with individuals with disabilities and other barriers a plus.

SKILLS/ABILITIES REQUIRED:

Ability to effectively communicate in writing & verbally to staff & the public, both in person & on the telephone.

Must have computer experience and be proficient in Excel.

Must have the ability to add, subtract, multiply, divide & calculate percentages, count money, count appropriate change from the register drawer, operate a computer, cash register, calculator & adding machine, organize & prioritize job duties, maintain accurate records, and work unsupervised.

Must have the physical ability to stand, walk, and climb stairs for long periods of time.

Must be able to bend, twist, stoop, squat, reach, and lift/carry up to 25 lbs.

SALARY/BENEFITS:

\$29,000 - \$33,000 • Exempt

Health benefits are available for this position.

POSTING DATE: 08/30/13

APPLICATIONS ACCEPTED THROUGH: 09/06/13

HOW TO APPLY:

APPLY ONLINE! Complete Recruit Wizard for this position on our website at www.goodwillnewark.com

Please be prepared to upload, paste or type your resume when prompted.

Applications may also be submitted by mail, fax or in person at the Administrative Building during regular office hours.

NO PHONE CALLS, PLEASE.

You will be contacted by Human Resources if your qualifications meet our specific needs.

Licking/Knox Goodwill Industries, Inc. participates in state and federal training and employment programs. All applicants must meet program eligibility standards as required by law.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

INDIVIDUALS WITH DISABILITIES ARE STRONGLY ENCOURAGED TO APPLY