



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# 6407241

POSITION:

Shift Manager

SITE:

Goodwill Unlimited Store • 550 Hopewell Drive • Heath, OH 43056

DAYS/HOURS:

35-40 hours per week • Must be flexible to meet Store needs, *including Morning/Evening/Weekend hours*
Store Hours: Monday-Saturday 9:00am-9:00pm • Sunday 11:00am-7:00pm

DUTIES:

This position is responsible for assisting the Store Manager or Manager-in-Charge with the daily operations of the retail store; this includes sorting, pricing & displaying donated goods, maintaining records of sales, voids, coupons & clothing requisitions, as well as all other functions associated with operating a store. This position must supervise employees, ensure quality control standards are met and complete required trainings for employees.

REQUIREMENTS:

Must have management experience.

Must have cash register experience.

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

Employer conducts pre-employment drug test.

Employer conducts credit & background check.

SKILLS/ABILITIES REQUIRED:

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

Must have computer experience with and be proficient in Excel.

Ability to operate a computer, cash register, calculator and adding machine.

Ability to maintain accurate records.

Ability to organize and prioritize job duties.

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.

HOURLY SALARY:

\$9.30/hr • Non-Exempt

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