



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# 6520601

POSITION:

Processing Associate

SITE:

Union Street Store • 101 Union Street • Newark, OH 43055

DAYS/HOURS:

25 hours per week • Must be flexible

Store Hours: Monday-Saturday 9:00am-9:00pm • Sunday 11:00am-7:00pm

DUTIES:

This position is responsible for assisting Donor with donations/unloading cars, carrying donations to processing area, sorting the incoming donations into appropriate categories, preparing saleable items for the sales floor and pricing donations. In addition, this position must maintain a clean and orderly work area and assist with some general cleaning throughout the facility.

REQUIREMENTS:

Employer conducts pre-employment drug test.

Employer conducts credit & background check.

SKILLS/ABILITIES REQUIRED:

Ability to effectively communicate with the public.

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

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

Must have good customer service skills and be able to work unsupervised & independently.

Ability to meet attendance standards.

HOURLY SALARY:

\$7.85/hr • Non-Exempt

POSTING DATE: 09/10/13

APPLICATIONS ACCEPTED THROUGH: 09/17/13

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