



**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# 12922121**

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**POSITION:**

Vice President of Human Resources

**SITE:**

Administrative Office • 65 S. Fifth St • Newark, OH

**DAYS/HOURS:**

40 hours per week • May require addition hours to meet business needs

**DUTIES:**

This position is responsible for the oversight of all human resource functions for the organization, including but not limited to employee benefits, regulation and accreditation compliance, employee relations, and employee file maintenance. Duties may include but are not limited to: Maintain company Affirmative Action Program. Ensure compliance with all regulations including but not limited to: FMLA, FLSA, OSHA, Wage and Hour, Affirmative Action, and EEO. Coordinate all employee benefits and recommend new or updated benefits as needed. Attend to "walk in" employee issues.

**REQUIREMENTS:**

Bachelor's degree with emphasis on Human Resources. An Associate's degree plus relevant work experience will also be considered.  
Demonstrated knowledge of Human Resource practices and procedures.  
Must have strong understanding of OFCCP compliance requirements and experience with Affirmative Action Plans. CARF and/or SourceAmerica knowledge a plus.  
Must have a valid Ohio driver's license and be able to meet established driving standards.  
Employer conducts pre-employment background check and drug test.

**POSTING DATE:** 03/27/15

**APPLICATIONS ACCEPTED THROUGH:** 04/03/15

**HOW TO APPLY:**

**APPLY ONLINE!** Complete Recruit Wizard for this position on our website at [www.goodwillnewark.com](http://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.

Licking/Knox Goodwill Industries, Inc. is an Equal Employment Opportunity and Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, ancestry, national origin, veteran status, mental or physical disability, sexual orientation, gender identity or any other status protected by federal, state, or local law.

**EOE/AA/M/F/Vet/Disability**