



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# 13273641

**POSITION:** Shipping/Packing Associate

**SITE:** Goodwill2Go • 35 Wilson Street • Newark, OH 43055

**DAYS/HOURS:**

20-29 hours per week  
Monday-Friday • 9:00am-6:00 pm

**DUTIES:**

This position is responsible for organizing merchandise in storage areas, preparing items for shipping, pack in appropriate container, weigh/measure container, determine best shipping method, prepare & print labels, maintaining a clean and orderly work area, assisting customers as needed.

**REQUIREMENTS:**

Employer conducts pre-employment drug test and background check.

**SKILLS/ABILITIES REQUIRED:**

Ability to utilize online computerized shipping programs.  
Ability to effectively communicate in writing & verbally, both in person & on the telephone.  
Ability to work unsupervised & make independent decisions.  
Ability to maintain accurate records.  
Ability to add, subtract, multiply, divide & calculate percentages.  
Ability to lift, bend, stoop & lift up to 25 lbs.  
Ability to stand, walk, climb stairs & reach for 5+ hours.  
Ability to meet attendance standards.

**HOURLY SALARY:** \$8.10 • Non-Exempt

**POSTING DATE:** 05/04/15

**APPLICATIONS ACCEPTED THROUGH:** 05/11/15

**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**