



Licking/Knox Goodwill Industries, Inc.
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Newark, OH 43058-0828
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View all of our job openings & apply online at
www.goodwillnewark.com

JOB# 14961771

POSITION: Project Manager (Contracts Division)

SITE: COTC/OSU Newark Campus • 1179 University Drive • Newark, OH 43055

DAYS/HOURS: 40 hours per week • Monday-Friday • 8:00am-4:30pm • Occasional weekends & evenings as required • Must be on-call as needed • This position must be flexible to meet business needs

DUTIES:

This position is responsible for the daily oversight of custodial, recycling, and event set up for a multi-building college campus. This includes, but is not limited to employee supervision, task delegation, addressing customer concerns or complaints, ordering and delivering supplies, following contract budget, complying with laws, regulations, and company policies and procedures, and insuring all company assets or property are maintained and secured.

REQUIREMENTS:

Associates Degree preferred in business management or related field. Equivalent work experience may be substituted.

Two years working with individuals with disabilities preferred.

Must be able to pass BCI background check.

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

Employer conducts pre-employment drug screen.

SKILLS/ABILITIES REQUIRED:

Experience supervising staff on multiple shifts. Ability to effectively lead, supervise and train employees.

Good organizational skills and time management abilities.

Ability to communicate effectively, both verbally and in writing. Interpersonal skills to establish and maintain a good rapport with employees, customers and the public.

Ability to make independent decisions and recommendations. Must have attention to detail & be able to maintain accurate records.

Proficient in Microsoft Word, Excel, Outlook, etc. Experience monitoring and approving electronic payroll system.

Must have the physical ability to walk distance of large multi-building campus, stand & climb stairs for up to 8 hours.

Must be able to bend, twist, stoop, squat, reach, and lift/carry up to 35 lbs.

SALARY:

\$34,000-\$38,000 commensurate with education & experience • Non-Exempt

POSTING DATE: 11/12/15

APPLICATIONS ACCEPTED THROUGH: 11/19/15

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.

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