



Licking/Knox Goodwill Industries, Inc.
65 S. 5th Street • PO Box 828
Newark, OH 43058-0828
Phone 740-345-9861 • Fax 740-345-3191

View all of our job openings & apply online at
www.goodwillnewark.com

JOB# 14986551

POSITION:

Assistant Manager

SITE:

Coshocton Avenue Store • 855 Coshocton Ave • Mt Vernon, OH 43050

DAYS/HOURS:

35-40 hours per week • 7-8 hour shifts • Various hours/weekends required
Store Hours Monday-Saturday 9am-9pm • Sunday 11am-7pm

DUTIES:

This position is responsible for assisting the Store Manager with the daily operations of the retail store; this includes sorting, pricing, and the displaying of donated goods, as well as all other functions operating a store. This position must supervise employees, ensure quality control standards are met, complete required trainings for employees, and conduct all necessary employee evaluations.

REQUIREMENTS:

Must have prior retail management and cashier experience.

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

Employer conducts pre-employment drug test, background check & credit check.

SKILLS/ABILITIES REQUIRED:

Effectively communicate in writing & verbally to staff & the public, in person & on the telephone.

Ability to add, subtract, multiply, divide & calculate percentages, count money, count appropriate change from the register drawer, operate a computer, cash register, calculator & adding machine, organize & prioritize job duties and maintain accurate records.

Must be able to lift up to 25 lbs, work unsupervised for long periods of time.

Must have the physical ability to walk long distances, stand & climb stairs for 8 hours.

Must have the dexterity to twist, bend, squat, stoop and reach.

Experience working with individuals with disabilities and other barriers a plus.

HOURLY SALARY:

\$10.25/hr • Non-Exempt

POSTING DATE: 11/30/15

APPLICATIONS ACCEPTED THROUGH: 12/07/15

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. 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