



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# 14992241

POSITION: Posting Associate

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

DAYS/HOURS:

20-29 hours per week • Monday-Friday • 8:00am-6:00pm Occasional Saturdays

DUTIES:

This position is responsible for collecting merchandise for posting. (Examine merchandise and prepare it for digital imaging. Take digital pictures of merchandise.)

Post merchandise to the website (Merchandise items attractively, upload digital images, compose item descriptions, set auction duration, set starting price, set bid increment, proof finished posting, submit finished posting.)

Assemble shipping documentation. Prepare purchased items for shipping (wrapping, packing, weighing.)

Identify shipping method. Process shipments (access shipper, generate labels and required documentation, label packages, ship packages.)

REQUIREMENTS:

Employer conducts pre-employment drug test and background check.

SKILLS/ABILITIES REQUIRED:

Ability to effectively communicate in writing and verbally.

Exceptional computer expertise including strong understanding of the internet.

Strong knowledge of digital photography and basic photo editing programs.

Ability to type 40 WPM. Ability to operate online shipping programs.

Familiarity with online auction websites. Knowledge of antiques and/or collectibles.

Physical ability to bend, stoop, squat, reach, and lift 25 pounds.

HOURLY SALARY:

\$8.10 • Non-Exempt

POSTING DATE: 12/03/15

APPLICATIONS ACCEPTED THROUGH: 12/10/15

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