

Job Openings December 3, 2021

RETAIL

Retail Sales Clerk— Charleston, Kanawha City, Teays Valley, Cross Lanes, Madison, Elkview, Oak Hill, Summersville, Lewisburg, Bluefield, Vienna, and Ripley

PT: Stocks inventory, operates cash register & assists customers. High school diploma/GED preferred. Customer service experience helpful. Weekend and evening hours required. Hourly rate is \$11.00. 20HRS/WK.

Third Key—Ripley, Vienna, South Parkersburg, and Teays Valley

PT: Acts as store leader in absence of store manager and assistant store manager. Responsible for opening and closing the store in the absence of the assistant store manager and store manager. Stocks shelves, counters, or tables with merchandise consistent with rotation schedule and store/department layout. Pulls outdated merchandise from sales floor according to established procedures and prepares for salvage disposal. Sets up and arranges merchandise displays on counters or tables to promote sales. Hourly rate is \$12.00.

Assistant Store Manager—South Parkersburg

FT: Assist the store manager with the overall operation, performance, employee supervision, meeting sales goals and budgets of the retail store. High school diploma or GED preferred. Previous managerial retail experience highly desirable. Weekend and evening hours required. Hourly rate is \$13.50.

Production Lead—Summersville, Lewisburg, and Vienna

FT: Assist the supervisor to direct and coordinate activities of clients and personnel engaged in daily assignment in production through the territory. Must be able to schedule and control the daily working arrangements for specified group of employees. Valid driver's license and flexible hours required. 40HRS/WK. Hourly rate is \$14.50.

OPERATIONS

ShopGoodwill eCommerce Clerk—Charleston PT: Under the direction of the eCommerce Assistant Manager, prepares and posts products on shopgoodwill.com and other marketplaces. High School diploma or GED preferred. In-depth knowledge of one or more of Goodwill's product sale lines (e.g.: housewares, instruments, jewelry, art, electronics, cameras, accessories, collectibles, etc.) required. Previous experience in photography and online selling preferred. Knowledge of online sales platforms such as eBay and Amazon, as well as Microsoft Office products such as Windows and Word, strongly desired.

Donation Acquisition Representative—Charleston

FT: Supports retail growth by ensuring sufficient supply of donations to meet retail demands by soliciting for corporate material donations and coordinating donated material drives. Assists with bin delivery and placement, including route driving of goodwill box truck and use of fork trucks and pallet jacks at donation sites and/or GIKV locations. Sales background and Class D driver's license required. Beginning salary in mid \$30,000.00 range.

Apply Online Today!

<https://jobs.smartrecruiters.com/?company=goodwillindustriesofkanawhavalley>

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ALL POSITIONS ARE SUBJECT TO BACKGROUND CHECK AND DRUG SCREEN. PAID LEAVE BENEFITS ARE AVAILABLE FOR BOTH FULL-TIME AND PART-TIME EMPLOYEES.

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BUSINESS SERVICES

Janitorial Services—Charleston

PT: Keeps facility clean and orderly by performing various custodial duties. Must have reliable transportation. Different shifts are available.

Janitorial Services—Hurricane Rest Area

Keeps all custodial and grounds maintenance tasks complete and up-to-date. Cuts and trims grass, and shovels snow with equipment provided. Monitor rest area grounds and pick up any litter. Maintain janitorial equipment and supplies to ensure economical use. Empties wastebaskets, and empties and cleans ashtrays. Cleans all sinks, commodes, and mirrors. All other cleaning and maintenance duties as assigned. Various shifts may include: 12 hour shift, week-ends, overnight shift.

Janitorial: Floor Care Maintenance – Kanawha Valley

(Scott Depot, Dunbar, Cross Lanes, South Charleston, Charleston Delaware Ave, Charleston MacCorkle Ave., Marmet, Elkview) PT 7 days per week—Night Shift: Will be responsible for the maintenance of all floor areas of large commercial grocery stores (various locations in the Kanawha Valley). Must be able to operate auto floor scrubber along with other equipment as needed. While performing the duties of this Job, the employee is regularly required to stand, walk. The employee must frequently lift and/or move up to 25 pounds. ****The duties of this position are performed during overnight hours while the store is closed. Only applicants interested in working over-night shifts should apply.****

Floor Care Technician—Charleston

FT: Floor Care Technician will be responsible for the maintenance of all floor areas, and for sustaining high standards of cleanliness and sanitation. Will operate floor sweepers, buffers, strippers and various other equipment.

Floor Care Supervisor—Charleston

FT: Will oversee the performance of all Floor Care Technicians. Will be responsible for guiding crew on safety, quality and customer service expectations as well as adhering to a comprehensive floor schedule.

Grounds Maintenance—Parkersburg

PT: Keeps premises of grounds surrounding the buildings, structures or other commercial or institutional building in clean and orderly condition by performing the following: Cuts and trims grass and possibly trees, and shovels snow with equipment provided. Operates power lawnmowers and other types of machinery and equipment.

Lead Janitor—WV Capitol Complex and WV Division of Highways (Dry Branch Rd.)

FT: Supervise all aspects of janitorial staff providing direction and assistance where needed. Make sure all daily goals are completed. Day Shift.

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ADMINISTRATION

Executive Assistant to the Executive Team

FT: Reporting directly to the Executive Team, provides executive support and serves as the primary point of contact for internal and external stakeholders on all matters pertaining to members of the Executive Team. Responsible for maintaining files, records, minutes, and other confidential information deemed appropriate for the position. Associate's Degree or equivalent from a two-year college/technical school in Office Administration of related field. Minimum of three years' experience supporting senior executives; or equivalent combination of education and experience. Bachelor's Degree preferred. Annual salary from \$40,000—\$45,000.

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