

Job Openings October 14, 2022 Northern Region

RETAIL

Retail Sales Clerk—Ripley, Vienna, and South Parkersburg

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 \$11.50. 20 HRS/WK.

Assistant Store Manager—Vienna

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 \$14.50.

Production Lead—South Parkersburg

FT: Assist the supervisor to direct and coordinate activities of employees engaged in daily assignments in production throughout the retail store. Must be able to schedule and control the daily working arrangements for specified group of employees. Valid driver's license and flexible hours required. Hourly rate is \$16.50.

BUSINESS SERVICES

Afternoon and Evening Shift Janitorial Services—Parkersburg

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

Grounds Worker (Landscaping)—Parkersburg

PT: Keeps premises of grounds surrounding the buildings, structures or other commercial or institutional building in clean and orderly condition. Cuts and trims grass and possibly trees. Operates power lawnmowers and other types of machinery and equipment. Valid driver's license required. Must have reliable transportation.

OPERATIONS

Part-Time Delivery Driver —South Parkersburg

PT: Drives truck with capacity of more than 3 tons, to transport materials to and from specified destinations. Prepares receipts for donations picked up. Verifies load against shipping papers for stores. Completes retail sales order for goods delivered to stores. Maintains truck log, according to state and federal regulations. Maintains telephone contact with supervisor to receive delivery instructions. Loads and unloads truck and delivers goods in a timely manner. Inspects truck equipment and supplies such as tires, lights, brakes, gas, oil, water, cleanliness, and completes report daily. High school diploma or GED required. Valid Class D driver's license, good driving record, commercial driving experience, and current DOT medical card required. Experience in logistics, warehouse management preferred. Hourly rate is \$15.75.

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OPERATIONS (continued)

Full-Time Delivery Driver —South Parkersburg

FT: Drives truck with capacity of more than 3 tons, to transport materials to and from specified destinations. Prepares receipts for donations picked up. Verifies load against shipping papers for stores. Completes retail sales order for goods delivered to stores. Maintains truck log, according to state and federal regulations. Maintains telephone contact with supervisor to receive delivery instructions. Loads and unloads truck and delivers goods in a timely manner. Inspects truck equipment and supplies such as tires, lights, brakes, gas, oil, water, cleanliness, and completes report daily. High school diploma or GED required. Valid Class D driver's license, good driving record, commercial driving experience, and current DOT medical card required. Experience in logistics, warehouse management preferred. Hourly rate is \$15.75.

MISSION SERVICES

Temporary Employment—Parkersburg

Temporary positions available at various locations throughout the Parkersburg, WV area. Examples of available temporary positions include, but are not limited to, the following: Accounting Technician 2, Administrative Services Assistant I, Administrative Services 2, Cook, Custodian, Data Entry Operator 2, Executive Secretary, Groundskeeper, Health Service Worker, Laborer, Office Assistant 2, Office Assistant 3, Parking Attendant, and Word Processor. Hours and rates of pay vary depending on position.

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