



Current Team Member Openings
1280 W. Cheyenne N. Las Vegas, NV 89030
EOE/M/F/D/V
Updated: January 18, 2012

RETAIL – Current Openings

- **Floating Manager** 1 FT @ DOE
- Tropicana**
- **Lead Processor** 1 FT @ \$10 an hour
- Eastern**
- **Assistant Store Manager** 1 FT @ DOE
 - **Sales Associate** 1 FT @ \$8.25 an hour
- Alta Mira**
- **Sales Associate** 1 PT @ \$8.25 an hour
 - **Sales Associate** 1 FT @ \$8.25 an hour

- **Assistant Manager** must have a minimum of 1-2 years' experience as an Assistant Manager or 5 years as a Retail Team Member with increasing responsibilities. Must have excellent attendance, strong people handling skills, be task oriented, must know their merchandise, leadership skills, problem solving skills, excellent customer service, positive attitude, and strong computer skills, know how to motivate, guide and effectively communicate with all team members, excellent training skills, and a can-do attitude.
- **Support Manager** must have a minimum of 1-2 years retail experience. Must have excellent attendance, strong people handling skills, be task oriented, must know their merchandise, leadership skills, problem solving skills, excellent customer service, positive attitude, and strong computer skills, know how to motivate, guide and effectively communicate with all team members, excellent training skills, and a can-do attitude.
- **Sales Associates** must have one year experience in retail. Applicants must be able to effectively communicate with supervisors, colleagues and customers, must be able to read and do basic math and must be able to pass a drug test and lift test.
- **Processor** must have a minimum of 1 year's retail experience knowing values of donated items – clothing, wares to sort, price and put onto the sales floor.

OPERATIONS TEAM

DONATIONS:

- **1 FT Donations Acquisition Coordinator @ DOE:** The primary objective of this position is to support the implementation of the organization's donation development strategies and activities in support of the donation base growth and mission of Goodwill. Will work closely with Retail Operations Teams to create community donation drives and other events; coordinate the increase number of commercial and business donors by visiting and soliciting the donations of new and gently used items; assist with research & analysis of current and possible Attended Donation Centers with a goal to increase total donations; maintains contact with controlling parties and site sponsors of each ADC, develop and implement a recognition program for site sponsors, and Enhance the positive image of Goodwill in the community by developing and maintaining relationships with community partners. College education preferred with a background in sales and/or marketing; 3+ years' experience in public relations, community relations and/or event planning, OR equivalent combination of education and experience. Must have strong computer skills and exemplary written and oral communication skills; with proven event planning and project management skills and experience, as well as the ability to prioritize and process multiple complex projects and deadlines and the ability to creatively approach challenges and projects.

PROCESSING CENTER

- **2 FT Material Handler @ \$8.25 an hour:** Material Handlers must pass a pre-employment lift test as well. Must have knowledge or be willing to be trained on operation of a pallet jack. Will be responsible for loading and unloading cages and trucks as well as standing on their feet for the entire shift. Applicants must pass a pre-employment drug test and Handlers must pass a pre-employment strength test.
- **1 FT Department Lead @ \$10 an hour:** To inspect the quality, pricing & production results of all clothing and wares areas as they pertain to sorting, hanging, pricing or fulfillment processing operations in order to achieve preset production and sales goals. Responsible for the running of the department by placing

the correct people in the appropriate work stations so that daily production levels are met. Responsible for inspecting the quality of the goods coming into and being shipped out of the warehouse, inventory of new or donated goods, gay lords, pallets, empty cages, empty blue bins as determined by management. Must be able to provide continuous training to their Team Members to ensure proper loading and unloading of trucks and trailers, and must be knowledgeable on all machines available for use on the dock. Must have either a high school or GED diploma. Experience in retail management and production management is preferred. Must be able to communicate effectively with colleagues and staff, ability to read and do basic math, and forklift certification a plus. Must be able to work independently and have reliable transportation or access public transportation, some computer experience is necessary but must have a willingness to learn. Must be fluent in English; bilingual a plus.

E-COLLECTIBLES

- **1 FT E-Commerce Manager @ DOE:** The objective of this position is to effectively manage the E-Commerce operations. Will manage staff and resources to meet preset sales and expense goals, inventory and order fulfillment for E-Commerce Store, online sales and returns, maintain logs of daily production and sales goals, ensure payment collections of sold items, manage customer service issues, analyze results and metrics and propose improvements based on results, and provide excellent customer service, both internally and externally, to facilitate team work with all other departments. Must have at least 2 years' experience in retail management (3 years preferred), a 4 year college degree preferred, or a combination of thorough management experience. Must have e-commerce and inventory control experience, and be competent in internet use and a variety of computer software applications. Must be able to effectively communicate, listen to and motivate Team Members, have strong communication and interpersonal skills including the command of the English language, and be able to read and do basic math.

HUMAN SERVICES TEAM

- **1 FT Career Connections Employment Specialist @ \$ 18.00 an hour:** Prefer a dynamic enthusiastic person with excellent interpersonal and communication skills, patience, diplomacy, and high level of customer service skills required. Minimum two years of demonstrated experience in employment counseling, career counseling, job development and placement. Experience working with persons who have barriers to employment from various socio-economic, professional and ethnic backgrounds preferred. Barriers to employment may include having low income, limited language skills, limited education and felonies. Bachelors of Arts degree in a related field. Excellent cross-cultural communication skills and ability/willingness to work with economically and culturally diverse clientele required. Ability to work independently and in a team with ability to work well in a fast-paced environment; excellent organizational skills. Attention to detail and outstanding follow-up skills required. Familiarity with Las Vegas valley labor market, business community, human services, and a working knowledge of disability-related issues. Excellent oral and written presentation skills. Excellent time management skills and ability to work under pressure. Solid computer skills, working knowledge of Microsoft Office suite, Email and Internet.
- **1 FT Workforce Integration Services Job Developer @ \$18.00 an hour:** The purpose of this position is working with a very manageable caseload of Goodwill/BVR clients to secure competitive or supported employment opportunities in an effort to achieve their IWRP goals. Will maintain a positive relationship with BVR counselors in order to increase and maintain the required caseload of clients per month; assist clients in successful completion of job applications, resumes, and job interviews in order to obtain competitive employment; conduct the intake, file maintenance, case management, job coaching and following for 30, 60, 90 of all BVR participants; ensure that all required paperwork and authorizations for payment from referral source has been received BEFORE providing advocacy services; assist clients in obtaining employer required, and complete all grant statistical data weekly. Team Member must have a Bachelor's degree in Vocational Rehabilitation or a related field with at least three years of experience working in job placement and at least 2 years of experience working with people that have a disability or barrier to employment. Must have an ability to advocate for persons with disabilities, have knowledge of disabilities and reasonable accommodations (ADA law). Team Member must demonstrate an ability to write program reports, prioritize their schedule and to communicate effectively with their direct supervisor, the public and private agency representatives. Must be self-motivated, autonomous, and able to manage his/her time effectively. Bi-lingual in Spanish is a plus. Must possess a current driver's license and be fully insured according to Nevada law, and have a reliable vehicle. Must possess a current driver's license and be fully insured according to Nevada law and GSN's \$100,000 insurance coverage policy. Must be proficient in Windows, Word and Excel software programs, and be able to provide proof of current CPR & First Aid certification.



Please Apply for These Positions either of our Career Connections Office at 1280 W. Cheyenne Avenue, North Las Vegas (MLK and Cheyenne) or our Tropicana Store location at: 3345 W. Tropicana (at Pecos). Positions require that applicant take and pass a pre-employment drug test along with a detailed criminal background check.

GOODWILL BENEFITS:

Benefits included for full time (minimum 40 hours per week, unless otherwise stated) positions with some benefits starting after 90 days. Evaluations will be done after vesting period – 3/6 months and annually. At your annual evaluation you will be eligible for a merit based evaluation and the possibility of an increase based upon this performance). Benefits include medical (optical, dental, life insurance), Paid Time Off, 30% employee retail store discount, cafeteria plan (optional), incentive programs, extra miles certificates, holidays (Goodwill recognizes 9 holidays). A WEEKLY PAYCHECK FOR BOTH PT AND FT TEAM MEMBERS. PRE-EMPLOYMENT FITNESS FOR DUTY LIFTING TESTS WILL BE ADMINISTERED FOR ALL MATERIAL HANDLERS, TRUCK DRIVERS, DONATION AMBASSADORS AND ADC/JANITOR STORE POSITIONS THAT ARE OPENING OR IF SOMEONE IS PROMOTED INTO ONE OF THESE JOBS. SOME POSITIONS REQUIRE AN EXTENSIVE CRIMINAL BACKGROUND CHECK BEFORE HIRE. ALL POSITIONS REQUIRE A PRE-EMPLOYMENT DRUG TEST. Goodwill applications are accepted at both Career Connections located at 1280 West Cheyenne Avenue or 3345 W. Tropicana (at Pecos) between 9a.m. to 4p.m., Monday through Thursday and 9a.m. to 12noon on Fridays – unless otherwise posted.

For the safety of your loved ones and to maintain a professional setting - WE ASK THAT CHILDREN NOT ACCOMPANY APPLICANTS TO OUR BUILDING.

Goodwill is an Equal Opportunity Employer and we are also a drug and smoke free environment. You must provide Goodwill with at least 2 reachable job references (not family or friends). Include contact name, phone number, company and address AND two valid forms of ID for I-9 processing. EOE/AEE.

Please e-mail resumes to Guillermo Lescano, Assistant Director of Human Services at careers@sngoodwill.org. You may also fax your resume to Human Services at 702-214-2018.