

GOODWILL INDUSTRIES
OF TULSA

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Blvd.
Tulsa, OK 74107

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Mission Statement

Goodwill Industries of Tulsa provides work opportunities, job training and support services for people with disabilities or other employment barriers.

Interview Process

Please be assured that your application will be screened for job compatibility within three to five day of applying. If your application is matched up with an available job opening, we will call you to set up an interview. If your application is not compatible for our current job openings, we will keep it active for 60 days. Phone calls to check the status of your application cannot be received. Not all applicants will receive an interview.

Applications must be completely filled out to be considered for any position with Goodwill Industries of Tulsa.

Please take your time and be as complete as possible. Mail or drop off your completed application to Goodwill, 2800 SW Blvd., or at any Goodwill Retail Store.

**You may also print a blank application on-line at www.goodwilltulsa.org then mail, fax, or hand deliver to us.

**Job Openings Listing
on-line at
www.goodwilltulsa.org**

www.goodwilltulsa.org



People working.
Lives improved.

Equal Opportunity Employer

Goodwill Industries is an Equal Opportunity Employer and service provider for all individuals, including those with disabilities. It is our policy to insure equal employment opportunities for all without regard to mental or physical disability, race, color, religion, sex, national origin, age or veteran status. Equal opportunity is also provided in training, compensation, transfers, promotions, and benefit programs.

Goodwill Industries of Tulsa

August 16, 2011

JOB OPENINGS



**Looking
for a new
career?**

Why work at Goodwill?

Whether you are looking for full time employment, part time or temporary employment, Goodwill has a place for you.

Insurance...After 3 months of employment, full time employees become eligible for Health, Dental, and Life Insurance.

Benefits... Full Time employees are eligible for vacation after 3 months of service. After 3 months of employment, employees are eligible for up to 8 sick days per year. Goodwill also offers paid personal leave, paid funeral leave, and paid holidays.

Pension Plan...A Pension Plan is provided and paid for by Goodwill Industries after a FT employee or PT employee works at least 1000 hours per year.

How do I apply for a job?

Are you ready to go to work?

If so, the first thing that you must do is fill out a job application. Applications are accepted at our Administrative Offices, Monday thru Friday from 8 to 5 pm. You may also fill out an application at any of our Retail Stores during normal store hours or print an application at www.goodwilltulsa.org. See pg. 4, for interview process

Application Tips!

Please Print
your applica-
tion neatly

Provide at
least 5 years
of job histo-
ry

Fill in all
blanks on the
application

Read and Sign
the back of
your applica-
tion

Never write
"See Resume"
on your ap-
plication

Distribution Warehouse Openings*

Utility Processor—\$8.30/hr This employee works in all areas of our distribution warehouse including textiles, shipping, new goods, house wares, and auction. Must have the ability to learn many different jobs and be flexible/versatile. 7:00—4:30 pm. Mon-Fri, Some Saturdays may be mandatory.

Quality Control Sorter—\$8.50/hr Manually sorts textile merchandise by identifying fabric type, size, condition and/or category by visual inspection, according to standards set for resalable textiles. Confers with sorters about quality of merchandise in their selections. Full time. Monday thru Friday. 7 am—3:30 pm

Material Handler-Textiles—\$8.30/hr Transports textile materials on flats, laundry carts, or by using a pallet jacks to sorting area. Empties carts of donated textile items for sorting. 7 to 4:30. Monday thru Friday. Some Saturdays are mandatory. Full time w/benefits.

Off-Site Positions*

Donation Attendant—\$8.30/hr Our attendants cheerfully and gratefully accept donations from customers at our donation sites. They are responsible for keeping track of the number of donations given and for manually sorting out donations according to category. Applicant must be physically fit to unload furniture and clothing from donors vehicles. Part-time Claremore & McAlester locations.

Janitor—\$8.30/hr General housekeeping in business environment. Hours: Part-time 6 pm —10 pm Must have clean OSBI.

Administrative Positions*

Donated Goods Assistant—Performs secretarial and support duties related to donated goods activities. Handles incoming calls for scheduling donation pick ups. Must have at least 4 years of progressive clerical/administrative experience, good customer skills, able to multi-task. Advanced skill level proficiency in Windows Excel and Word—will be tested. Full-time, benefits. Wage range will be based on experience & skill level.



RETAIL *

Sales Associates—\$8.30/hr Must be flexible to work the full scope of the work schedule including weekends. Must have clean criminal background. If you cannot work weekends, do not apply for this job. *Current openings Plant Store (PT), McAlester Store (PT), Stone Creek Store (FT & PT), Claremore (PT) and Bartlesville (PT & FT)

Customer Service Manager Join our management team as a key holder. Applicant must have prior cash management and supervisory experience. Must be able to work a flexible schedule including mornings, evenings and weekends. Must have clean criminal background and MVR. *Bartlesville Store

Store Hours: Monday—Saturday 9 am to 6:30 pm Sunday—12 pm to 6 pm

WORKFORCE DEVELOPMENT*

Employment Consultant—\$10.40/hr ** Seeking positive professional role models to help individuals with disabilities obtain jobs. Must have good communication skills in order to market program to area businesses. Must be willing to work varied schedule including weekends and some late nights. Some college helpful.

* All full-time employees receive benefits (medical, dental, life and company paid pension plan) after 3 month introductory period.

**Minimum Requirements: Drivers license required. Must pass MVR and Criminal background check. Must be 21 years old.