

GOODWILL INDUSTRIES OF MISSISSIPPI

JOB OPENING ANOUNCEMENT

Donation Center Attendant

DATE: 06/23/2020

A position is being posted for **Donation Center Attendant** effective immediately for the **Attended Donation Center**, 1923 Spillway Road, Brandon, MS 39047.

Interested parties wishing to apply should do so in writing to the Human Resource Office, 104 East State Street, Ridgeland, MS. 39157. You can also contact the Human Resources Coordinator via email at kedwards@goodwillms.org. Applications are available online at Goodwillms.org and at the cashier station.

JOB DESCRIPTION: To accept, pre-sort and load donated goods at Attended Donation Center. Provide Exceptional Customer service to our Donors.

ESSENTIAL JOB FUNCTIONS

Provide excellent customer service to donors: greet them as they approach site to make a donation and offer a receipt and thank them for the donation. Accept, presort, and place donations in proper containers. Maintain a clean and safe work environment. Accurately record the donations on the donation count list. Meets attendance and punctuality requirements. Attend all scheduled meetings. All work reflects a neat, professional image.

SKILLS AND QUALIFICATIONS

- One to two years relevant work experience
- Working knowledge of Microsoft Office Suite, Word, Email, and Excel.
- Possess excellent customer service, writing skills, self-motivated, and able to work with individuals who possess disabilities, and other barriers.
- Must be able to complete the donation receipt and donation log.

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

Job Type: Full-time

Starting pay is \$7.75/Hour

1 Position to be filled