



"A DRUG – FREE WORKPLACE"  
 Week of 9.1.2010-9.6.2010

POSITION	DESCRIPTION
Sales Associate II	<p>The ideal candidate will have a High School diploma or GED preferred, but not required. Prior work experience in service industry preferred but not required. Must be able to operate cash register, receive payment for purchases and record sales and other transaction and perform general duties necessary for the efficient operation of the Company. Must successfully Complete Level 1 training. <u>Please apply at store no,5,10,13&amp;14.</u></p>
Keyholder	<p>The ideal candidate will have a High School diploma or GED, one year supervisory experience or a minimum two years in the service industry. <u>Please apply at store no.6,8,13&amp;14,</u></p>
Sales Associate I	<p>The ideal candidate will have a High School diploma or GED preferred, but not required. Prior work experience in the service industry preferred but not required. <u>Please apply at store no.5,6,10&amp;13.</u></p>
Assistant Manager	<p>The ideal candidate will have a High School diploma or GED, two year supervisory experience or a minimum two years in the service industry. <u>Please apply at store no.10</u></p>
Director of Food Service Operations (Norco Area)	<p>The ideal candidate will have a minimum five (5)years previous management/general business work experience, BA degree with emphasis on Business Administration or Food Sciences. Must have three years of experience in Food Services industry, small business development or economic development required. The selected candidate will have experience with budgeting and P&amp;L statements. Must be detailed oriented and have</p>



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	<p>excellent written and verbal communication, organizational, problem solving, teambuilding skills. Position requires proficiency with computers, MS Word, Excel and Access.</p> <p>This position requires substantial knowledge of food preparation, entrepreneurship, small business issues, and property management.</p> <p>Apply at 3400 Tulane Ave., by Fax:504-456-2699 or Email <a href="mailto:mbarnes@goodwillno.org">mbarnes@goodwillno.org</a></p>
<p><b>Administrative Assistant</b></p>	<p>The ideal candidate must have a high school diploma with associated degree in business or accounting preferred. Two years prior clerical/administrative experience. Must be proficient in MS Word ,Excel and Access. The ability to type 50-60 wpm and strong attention to detail required. Must possess above average written and verbal communication skills. The ability to work accurately and within designated timelines a plus. Must possess good problem solving skills, get along with co-workers and work as a team.</p> <p>Apply at 3400 Tulane Ave., by Fax:504-456-2699 or Email <a href="mailto:mbarnes@goodwillno.org">mbarnes@goodwillno.org</a></p>
<p><b>Skills Development/Membership Management Specialist</b></p>	<p>The idea candidate will have a High School Diploma or GED. Two years college and one year experience in workforce development, human resources or human services field. College degree in human services or business administration preferred. Must pass State criminal background check, drug screen and TB test. The ability to pass DMV check, provide own transportation, maintain proper vehicle registration, inspection and insurance.</p> <p>Apply at 3400 Tulane Ave., by Fax:504-658-4502 or Email <a href="mailto:mandrade@job1no.com">mandrade@job1no.com</a></p>



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<p><b>Marketing Intern</b>        (unpaid/college credit)</p>	<p>Marketing intern to assist in designing, marketing material and promoting the company's programs and services. The marketing intern will develop design and produce a quarterly newsletter and help with PR, advertising, copywriting, competitive research, the company database, and special events.</p> <p>Interns must be enrolled in a marketing or public relations university program (sophomore standing at minimum) and able to interact professionally with all levels of personnel. The intern will be mentored by the PR Manager and receive hands-on marketing and public relations experience. The PR Manager will help the intern prioritize tasks and focus on multiple projects and deadlines simultaneously.</p> <p>Apply at 3400 Tulane Ave., by Fax:504-456-2699 or Email <a href="mailto:mbarnes@goodwillno.org">mbarnes@goodwillno.org</a></p>
<p><b>Mechanic</b></p>	<p>The ideal candidate will have two years experience as a mechanic with hydraulic experience. Specific knowledge of the repair and maintenance of lawn equipment, including but not limited to: tractors, mowers, weed eaters etc..</p> <p>Apply at 3400 Tulane Ave., by fax: (504)456-2699 attn: Mica Barnes or by Email <a href="mailto:mbarnes@goodwillno.org">mbarnes@goodwillno.org</a></p>
<p><b>Contact Information</b></p>	
<p>1)Robert E Lee Store, 123 Robert E Lee Blvd, New Orleans 504-286-7664        2)Slidell Store, 184 Gauze Blvd., Slidell, 985-643-6994        3) Hammond Store, 42286 Veterans Ave., Hammond 985-345-8526        4) Houma Store, 1750 M. Luther King Blvd., Houma 985-223-0764        5) Gonzales Store, 306 S. Airline Hwy., Gonzales 225-644-3485        6) College Store , 3121 College Dr. Suite D., Baton Rouge 225-926-1868        7) Denham Springs Store , 1431 South Range Ave., Baton Rouge225-665-9013</p>	



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- 8) River Ridge Store, 9323 Jefferson Hwy., River Ridge 504-737-7490**
- 9) Walker Store, 29770 Walker Rd., Walker 225-667-3668**
- 10) Covington Store, 1000 Business 190, Suite 41 Covington 985-892-3931**
- 11) Esplanade Store, 397 W. Esplanade Ave., Kenner 504-467-1467**
- 12) Tulane Store, 3400 Tulane Ave., New Orleans 504-483-9932**
- 13) Mandeville Store, 4940 Hwy 22 Mandeville 985-845-1465**
- 14) Coursey Store, 10778 Coursey Blvd., Baton Rouge 225-295-1921**