



COMPANY NAME: Goodwill

JOB TITLE: E-Commerce Assistant Manager

JOB DESCRIPTION:

Assist in the day-to-day store operations of a multi-product E-Collectibles area. Ensures performance of all functions necessary to manage and operate a Goodwill E-Collectibles area as they pertain to collectible items for sale through Goodwill Industries of Southern Arizona online store.

SALARY: TBD

APPLICATION QUALIFICATIONS:

- Ability and willingness to perform all job tasks with a positive attitude.
- Communicate in an honest, polite, and well-intentioned manner.
- Do the right thing.
- Assist the E-Commerce Store Manager in the day-to-day operations of the E-Collectibles area.
- Hire, train, supervise, evaluate, and discipline employees within the framework of Goodwill policies and procedures
- Review monthly revenue & expenses; operate/above goal.
- Provide prompt, efficient, friendly and courteous service
- Ensure store security (i.e. relating to theft, pilferage, handling of merchandise, access to facilities, etc.) is maintained according to company policies and procedures.
- Prepare weekly schedules, break schedules, and daily "to do" lists or delegates the task to an appropriate team member.

HOW TO APPLY: www.GoodwillSouthernAZ.org

DATE: 12/21/2021

2797 E Ajo Way, Tucson, AZ 85713

BusinessServices@pima.gov

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities