

Office Assistant/Dispatcher

Front office staffer needed at Earthworks Recycling here in Spokane! We are open Monday thru Saturday approximately 7:45 a.m. to 5 p.m. Shifts will include Saturdays and possibly split days off during the week.

Experience needed with cashiering, cash handling, customer service, Microsoft Office programs, some QuickBooks experience, filing and data entry. Position will deal with a diverse customer base. Duties include answering multiple phone lines, assisting and paying customers, multitasking in a fast paced environment, invoicing, creating purchase orders, scheduling driving routes, and possible managing of one or two other employees. Duties will also include cashiering at our second hand store to cover breaks, lunches, vacations and sick days. Must be a non-smoker without a criminal record.

The ideal person for this position will be outgoing, assertive, energetic, active and willing to learn all aspects of the business in order to answer phone calls appropriately. You will be able to work in a warehouse environment (our second hand store) with less than ideal temperatures at times.

How to Apply: We're looking for job seekers who will print out our application at EarthworksRecycling.com or pick one up at 1904 E Broadway during business hours. Turn in your completed application in person.

Questions? Call 509-534-1638 ask for Jim.

Do not e-mail a resume, it will be deleted. Do not mail applications, they will be recycled. **NO** interviews over the phone.

Earthworks Recycling, Inc.
1904 E Broadway Ave, Spokane
(Broadway and Napa)
Phone: (509) 534-1638
www.EarthworksRecycling.com

Benefits for full time employees:

***After 3 months: Profit sharing based on length of work.**

***After 6 months: 3 paid holidays - July 4, Thanksgiving Day and Christmas Day.**

***Vacation: After 6 months- One paid day off and one sick day
After 1 year-Three paid days off and two sick days
After 3 years -Five paid days off and two sick days**

***Small Christmas bonus**

***Health Insurance the first of the month after 60 days of employment. We pay 75% of the premium. (Currently employees pay a little over \$20 per week for their portion of health insurance.)**

Date: _____

Office Assistant/Dispatcher Application

Notice to Applicants: FEDERAL AND STATE LAW REQUIRES THAT ALL APPLICATIONS BE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE OR NATIONAL ORIGIN. WE BELIEVE IN AND FULLY SUPPORT THE PRINCIPLE OF EQUAL EMPLOYMENT AND WILL FULFILL OUR OBLIGATION TO THE FULLEST.

PLEASE ANSWER THE FOLLOWING QUESTIONS HONESTLY. IF YOU ARE HIRED, THIS QUESTIONNAIRE WILL BECOME PART OF YOUR PERSONNEL FILE.

Please fill this out in your own handwriting!

NAME _____ Telephone number _____
(first, middle, last)

Are you over 21? Yes No DOB: _____ Email Address _____

Present Address: _____

How long at present address? _____

Previous address _____ How long? _____

Rate of pay desired: Start _____ 6 Months _____ 1 Year _____

How did you hear of this opening? _____

Have you applied here and/or worked for us before? _____

List any friends/relatives working or who have worked for us. _____

To help us plan, are you looking for a long or short-term position? Long-term Short-term

Do you prefer to work full time or part-time? Full-time Part-time

Are you willing to work part-time until full time develops? Yes No

Our working hours are 7:45 – 5:00 Monday through Saturday. Are you willing to work during those general hours?

Yes No

If not, what hours can you work? Mon: _____ Tues: _____ Wed: _____ Thur: _____ Fri: _____ Sat: _____

Do you have any cash handling experience? Yes No

Where?

What cashiering experience do you have, if any? _____

Do you have experience using the internet, and Microsoft Office (Word, Excel) Yes No

Where?

Do you have experience using QuickBooks? Yes No Where? _____

How long have you lived in Spokane? _____

Are you willing to let us do a police check on you? Yes No

Excluding traffic violations: Have you ever been convicted of a crime? Yes No

If yes, list all convictions (do not write "will explain in interview"):

Are you willing to let Earthworks Recycling, Inc. run a credit check? Yes No

EARTHWORKS REQUIRES ALL EMPLOYEES TO REFRAIN FROM SMOKING, USING TOBACCO PRODUCTS, AND BEING UNDER THE INFLUENCE OF DRUGS (INCLUDING MARIJUANA) OR ALCOHOL WHILE ON THE CLOCK.

Do you smoke? Yes No

Do you chew tobacco? Yes No

If yes, will you stop while you're on the clock? Yes No

Do you smoke or use marijuana products? Yes No

Are you taking any medications that can affect your work performance? Yes No

How often do you use drugs? _____ How often do you use Alcohol? _____

Have you ever been involved in a drug/alcohol program? Yes No

If yes, did you complete the program? Yes No

Have drugs or alcohol ever affected your work or work attendance? Yes No

Are you willing to take a drug & alcohol test any time before or after you are hired? Yes No

Earthworks has a no tolerance policy on the use of personal cell phones or personal use of company electronics on the job. Are you willing to adhere to this policy? Yes No

How many times have you been sick in the last month? _____ 6 months? _____
Year? _____

How many days have you missed in the last year not due to illness? _____

Do you have any physical limitations that prevent you from doing certain types of work?

Yes No

If yes, please describe any special accommodations needed:

Have you had any serious illness, injuries, or back problems in the past 5 years? Yes No

If yes, describe:

Can you lift 50 pounds? Yes No (Do not exclude yourself if you cannot.)

I have answered all questions honestly.

Signature _____

(continued next page)

This section **MUST** be completely filled out. Please read carefully and make sure to list all of the information requested. If information in this section is missing, your application will not be considered

Company Information Company name, address, Phone number, contact person	Position	Start – End Dates	Ending salary	Reason for leaving

If you have other relevant experience, please attach. You may use the bottom of the next page also!