



Online Book Processor

Eugene, OR 97408

Pay \$15.00 per hour

Benefits

- Health insurance
- Paid time off
- Dental insurance
- Vision insurance
- Employee discount
- Employee assistance program

Schedule

- 8 hour shift
- Monday to Friday
- Weekend availability

Job description

Over the last 68 years, SVdP has grown from a volunteer-led non-profit to the largest human services agency in Lane County with more than 600 employees. Our mission is to assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of SVdP Lane County.

Our Online Book Department receives hundreds of donated and thrifted books every day that must be sorted by condition and value for sale online or in our stores.

Essential Duties and Responsibilities:

- Sort and move books in a fast and productive manner into various grades, values, and conditions.
- Pick and prep books for shipment.
- Work in a fast-paced, team environment.

- Use pallet jacks, dollies, and other moving equipment.
- Maintain a clean workstation.

Knowledge, Skills, and Abilities:

- Self-motivated and organized, with the ability to work as part of a team.
- Must have basic computer skills.
- Ability to work in a fast-paced production/warehouse environment.
- Ability to bend, push, pull, and move items weighing up to 50 pounds.
- Ability to stand and repetitively move the upper body and arms for 8 hours.
- Pallet jack experience or the ability to learn how to use one.
- Preference is given to candidates with forklift experience or the ability to learn how to use one.

Schedule: Monday-Friday, 8:00 am - 4:30 pm

HOW TO APPLY

If you feel you are qualified and want to apply for this position submit a St. Vincent de Paul (SVdP) job application at 2890 Chad Dr. Eugene, OR 97408, The SVDP Job Application can be filled out on the employment page on our website <http://apply.svdp.us/>

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunities without regard to race, color, religion, sex, age, national origin, disability, or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits, and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply.