**South Texas Lighthouse for the Blind**

**Job Posting**

**Posting Date: October 10, 2019**

Applicants can apply at 4421 Agnes St. Corpus Christi, TX between 8 a.m. – 4 p.m. Mon – Fri or download an application at [www.stlb.net](http://www.stlb.net) and fax to (361) 654-8292.

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**Job Location: Corpus Christi, Texas**

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**Job Title: Sales Associate – Level 1 or Sales Associate – Level 11**

**Sales Associate – Level 1**

Under close supervision, performs general retail sales support and customer service duties.

- High school diploma or GED equivalent preferred.
- Requires good people skills.
- Basic math skills (addition, subtraction, multiplication, and division).
- Proficiency using computer/Window applications or ability to use once training provided.
- Six months Point-of-Sale and retail or customer service experience preferred.
- Must be able to lift up to 40 lbs.

**Sales Associate – Level 11**

Under general supervision, performs retail sales support duties including customer service, inventory control, ordering, product identification, shipping/receiving, and clerical functions in support of daily operations.

- Requires high School diploma or GED equivalent.
- Basic knowledge of JWOD Program and Federal Supply Schedule.
- Requires good people skills.
- Basic math skills (addition, subtraction, multiplication, and division).
- Proficiency using computer/Window applications.
- Two years experience with Point-of-Sale system in a retail environment preferred.
- Must be able to lift up to 40 lbs.

**Job Title: Assembler/Packer**

Works as part of a team having responsibility for assembling an entire product or component of a product. Perform all tasks conducted by the team in the assembly process and rotate through all or most product lines and tasks rather than being assigned to a specific task on a regular basis.

- Preference given to legally-blind candidates
- Ability to perform hand assembly tasks
- Ability to sit or stand for long periods of time (8 – 10 hours/day)
- Must be able to lift 20-30 lbs.
- Must work as a team and work well with others

**Job Title: Manufacturing Equipment Tech II**
Under minimal supervision, performs a variety of complex tasks associated with the timely and efficient installation, maintenance, and repair of the production machinery.

- High School Diploma or equivalent
- Three years full time related job experience in a manufacturing environment including set up, troubleshooting, repairs and preventative maintenance of manufacturing machinery or 2 years related experience plus successful completion of related trade school or college program
- Strong working knowledge of basic mechanical, electrical, pneumatic and hydraulic theory and programmable (computerized) machinery
- Proficient basic math skills (add, subtract, multiply, divide, and simple fractions)
- Proficiency in reading and writing English
- Basic computer skills
- Good communication skills and ability to work well with others and as a team
- Ability to use a Forklift, Scissor Lift, Baler/Crusher
- Familiar with OSHA Lock out/Tag Out procedure
- Ability to lift up to 50 lbs.
- Ability to work overtime and flexible hours as needed including inclement weather
- Current state driver’s license and proof of insurability

**Job Title: Accounting Specialist II, Collections**

Under the direct supervision of the Accounts Receivable Supervisor who performs a variety of accounting and administrative duties for assigned accounts. Experienced in various areas of accounting and uses a certain degree of creativity and latitude in an effort to complete the daily requirements.

- High School graduate or equivalent
- Must be proficient using MS Office, MS Word, MS Excel, MS Outlook
- Clerical experience dealing with customers, payments, invoices, word processing and electronic filing
- Some understanding of reconciling and aging of accounts receivables
- Demonstrated attention to detail and accuracy in checking information and filing
- Must have excellent customer service, verbal, and written communication skills
- 10-key by touch
- Lift up to ten (10) pounds
- Current state drivers license and proof of insurability

**Job Title: Material Handler**

Responsible for the timely, efficient movement of material ensuring the stated material is readily available by the end-user in order that the manufacturing process continues without interruption; performs a variety of tasks in a fast-paced environment related to the timely, efficient movement, delivery, packing and transport of materials and finished goods.

- High School Diploma or equivalent preferred
- Minimum six months working in warehouse, shipping or manufacturing preferred
Basic math skills and ability to perform basic math calculations (addition, subtraction, multiplication, division)
Must be able to operate a variety of material handling equipment specific to department including pallet jack, fork lift, etc.
Good communication skills and ability to work well with others
Ability to move (push/pull) material weighing up to 150 lbs. with the aid of a roll-jack
Ability to lift up to 50 lbs.
Must be able to work on feet all day for the entire shift

**Job Title: Assembler/Packer**
Works as part of a team having responsibility for assembling an entire product or component of a product. Perform all tasks conducted by the team in the assembly process and rotate through all or most product lines and tasks rather than being assigned to a specific task on a regular basis.
- Preference given to legally-blind candidates
- Ability to perform hand assembly tasks
- Ability to sit or stand for long periods of time (8 – 10 hours/day)
- Must be able to lift 20-30 lbs.
- Must work as a team and work well with others

**Job Title: Material Handlers**
Responsible for the timely, efficient movement of material ensuring the stated material is readily available by the end-user in order that the manufacturing process continues without interruption; performs a variety of tasks in a fast-paced environment related to the timely, efficient movement, delivery, packing and transport of materials and finished goods.
- High School Diploma or equivalent preferred
- Minimum six months working in warehouse, shipping or manufacturing preferred
- Basic math skills and ability to perform basic math calculations (addition, subtraction, multiplication, division)
- Must be able to operate a variety of material handling equipment specific to department including pallet jack, fork lift, etc.
- Good communication skills and ability to work well with others
- Ability to move (push/pull) material weighing up to 150 lbs. with the aid of a roll-jack
- Ability to lift up to 50 lbs.
- Must be able to work on feet all day for the entire shift

**Job Location: Sand Island, Hawaii**

**Job Title: Sales Associate II**
Under general supervision, performs retail sales support duties including customer service, inventory control, ordering, product identification, shipping/receiving, and clerical functions in support of daily operations.

- Requires high School diploma or GED equivalent.
- Basic knowledge of JWOD Program and Federal Supply Schedule.
- Requires good people skills.
- Basic math skills (addition, subtraction, multiplication, and division).
- Proficiency using computer/Window applications.
- Two years experience with Point-of-Sale system in a retail environment preferred.
- Must be able to lift up to 40 lbs.
- Current state driver’s license and proof of insurability (MNAS only)

**Job Title: Delivery Driver**

Receive product shipped by vendors/distributors, fill customer backorders, update order status, stock product shelves, deliver merchandise to customers, and assist in the BSC inventory process.

- To perform this job successfully, an individual must have good knowledge of receiving, and inventory management
- Have a basic understanding of retail sales; basic computer skills and assemble office furniture
- Be able to learn or be familiar with military/government organizations and acronyms
- Must have excellent customer service and communication skills.
- Current state drivers license and proof of insurability
- Ability to operate a pallet jack
- At least 2 years of warehousing/delivery experience preferred but not required

**Job Location: Travis AFB, California**

**Job Title: Hazmat Clerk**

Under general supervision, assists the Hazardous Material Supervisor with daily operations including customer service, receipt and delivery of materials, inventory control, and storage of HAZMAT items; follows proper safety procedures to ensure safe handling of all HAZMAT items.

- High School Diploma or GED required
- Two years experience working in shipping/receiving
- Proficiency using computer/Window applications required
- Excellent customer services skills required
- Ability to lift 50 pounds on an occasional to frequent basis
- Basic math skills (addition, subtraction, multiplication, and division)
- Ability to utilize hand trucks, pallet jacks, forklift or other material handling equipment
- Must successfully complete initial and annual refresher Hazardous Waste Operations and Emergency Response (HAZWOPER) and Hazardous Communication training. (Note: We will provide)
- Handles all HAZMAT items according to safety regulations
- Current state drivers license and proof of insurability
- Physical activities include bending, stooping, lifting, climbing, carrying, walking and/or reaching on a frequent basis
- Must be forklift certifiable

**Job Title: Sales Associate – Level I**
Under close supervision, performs general retail sales support and customer service duties. Requirements:
- First preference will be given to legally blind and/or wounded warrior candidates
- High school diploma or GED equivalent preferred.
- Requires good people skills.
- Basic math skills (addition, subtraction, multiplication, and division).
- Proficiency using computer/Window applications or ability to use once trained
- Six months Point-of-Sale and retail or customer service experience preferred.
- Must be able to lift up to 40 lbs.

**Job Location: Columbus AFB, Mississippi**

**Job Title: Sales Associate – Level I**
Under close supervision, performs general retail sales support and customer service duties. Requirements:
- First preference will be given to legally blind and/or wounded warrior candidates
- High school diploma or GED equivalent preferred.
- Requires good people skills.
- Basic math skills (addition, subtraction, multiplication, and division).
- Proficiency using computer/Window applications or ability to use once trained
- Six months Point-of-Sale and retail or customer service experience preferred.
- Must be able to lift up to 40 lbs.

**Job Location: Meridian NAS, Mississippi**

**Job Title: Sales Associate – Level I**
Under close supervision, performs general retail sales support and customer service duties. Requirements:
- First preference will be given to legally blind and/or wounded warrior candidates
- High school diploma or GED equivalent preferred.
- Requires good people skills.
- Basic math skills (addition, subtraction, multiplication, and division).
Proficiency using computer/Window applications or ability to use once trained
Six months Point-of-Sale and retail or customer service experience preferred.
Must be able to lift up to 40 lbs.

**Job Title: Warehouse Specialist Hazmat**
Under direct supervision, performs a variety of warehousing duties, which require an understanding of the established storage plan. Verify materials against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations, storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing for shipment.

- High School diploma or GED required
- Computer proficiency (MS Word and Excel)
- Operate hand truck, pallet jack, and forklift
- Must be able to lift 50 pounds
- Knowledge of basic procedures, including receiving, and inventory control
- Basic math skills (addition, multiplication, etc.) for record keeping
- Current state driver’s license and proof of insurability
- Must successfully complete a formal training class for HAZMAT within 90 days of employment

*STLB is an Equal Opportunity/Affirmative Action employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, age or any other protected characteristic.*