



TEMP TRAINING PROGRAM

Clerical and Labor Positions

- ✓ Monday – Friday, 8:00 a.m. to 5:00 p.m.
- ✓ Starting pay \$8.75
- ✓ 1000 hours in 12 months, 37 – 40 hours per week
- ✓ All State of WV jobs in Kanawha County.
(Most of these jobs are along the bus line in Charleston and Kanawha City)
- ✓ Mainly Clerical Positions, Answering phones, filing, copying, faxing, etc.
(General office skills helpful. Word, Excel, and PowerPoint a plus.)
- ✓ May require stooping, standing, walking, sitting, and lifting.



Individuals with disabilities highly encouraged to apply.

Improve your job seeking skills!

For more information...

Come to a Goodwill Open Enrollment in our NEW Prosperity Center

Every Wednesday from 1:00 p.m. to 3:00 p.m.

209 Virginia Street, West

Charleston, WV 25302

(At the corner of Ohio and Virginia)