

DATE OF JOB ORDER 1/10/2019

# American Job Center<sup>®</sup>

## EMPLOYER JOB ORDER FORM

Program Type: Transitional Job

### I. EMPLOYER INFORMATION

EMPLOYER NAME Edye & Ellis LLC (Heller's Flowers) FEIN # 26-2298534  
ADDRESS 259 Jefferson Avenue WC# 3330815070  
Moundsville, WV 26041 UI# 0000023086  
CONTACT PERSON Edye Thomas TITLE Owner/Manager  
PHONE NUMBER 304-845-5680  
EMPLOYER SECTOR  FOR PROFIT  NON-PROFIT  OTHER \_\_\_\_\_  
TYPE OF INDUSTRY Retail, Sales  
NUMBER OF FULL-TIME EMPLOYEES 2 PART-TIME EMPLOYEES 2

### II. JOB INFORMATION

JOB TITLE Retail, Sales # OF JOBS AVAILABLE 1  
STARTING WAGE PER HOUR/SALARY - \$ 10.00 ph POST-WAGE PER HOUR/SALARY \$ 10.00 ph  
TYPE OF BENEFITS TO BE PROVIDED N/A.

WEEKLY WORK SCHEDULE Monday - Saturday # OF HOURS PER WEEK 32\*\*  
CONTACT METHOD  IN PERSON  PHONE  FAX  MAIL  EMAIL  APPLY ONLINE  
DESIRED SKILLS Customer Services Skills, Computer Skills, Sales Experience. Must be able to lift 20-40 lbs.

JOB DESCRIPTION Retail Sales, Processing Orders and Designing Flower Arrangements, Stocking Supplies, Rearranging Seasonal Items, Organizing Work Stations, Delivering Flower Arrangements, Etc.

**\*\*Job is for a 3 month period only - January 10, 2019 - April 10, 2019 (12 weeks).**

**\*ADD PAGE(S) AS NECESSARY IF YOU ARE HIRING FOR MULTIPLE JOB POSITIONS AND NEED TO INCLUDE MORE THAN ONE JOB DESCRIPTION.**

Katuna Dumas  
EMPLOYER SERVICES COORDINATOR

1/10/19  
DATE