

Successful Worker - *Book Smart and Work Smart*

Job Description

Wage Range: Entry Level (minimum wage) to Unlimited (top of career)

Purpose: Desirable skills, attributes, and knowledge necessary for quality personal and professional development leading to healthy businesses in the greater Itasca area.

Required Job Duties

- Show up and be prepared to start work prior to work start time
- Commitment to work schedule: attends work as scheduled, remains flexible when necessary
- Appropriately dressed for work according to safety regulations and employer direction
- Greet every day with an entrepreneurial mindset, continually seeking new opportunities and cost savings
- Actively engage within the company seeking opportunities to contribute to the success of the organization
- Ability and desire to grow with an organization
- Enjoy work and communicate ideas to continually improve work enjoyment
- Personal accountability to the success of the organization
- Ability to act independently and work in a cohesive manner with others
- Dependable: ability to complete tasks and do what you say you are going to do, keep your word
- Respectful to others at all times
- Ability to comfortably interact with social media, phone systems, and computers

Skills/Qualifications

- Use correct grammar and communicate in an articulate manner both verbally and with written word
- Inclusive team player
- Good work ethic
- Bring a positive attitude to the work setting
- Actively listen to others
- Exhibit proficiency with interpersonal skills including manners
- Display confidence
- Follow directions and procedures with courtesy
- Detail oriented
- Organize space, electronic files, and time
- Think critically: the ability to see the "big picture," analyze it, and bring it to scale
- Generate positive rapport and confidently share ideas with co-workers and supervisors
- Solve problems and think creatively "outside of the box"
- Continually review self performance based on outcomes
- Ability to negotiate with others resulting in a positive result
- Use and understand political correctness

Education and Training

- Post-secondary education or training beyond high school (college or equivalent training such as apprenticeships, certification programs, diploma programs) that builds a diversified skill set
- Dale Carnegie coursework
- Driven and committed to lifelong learning and continual skill development
- Personal financial management education and skills; Understand the value of money and how it relates to personal life goals; understand that making money pays bills
- Social media experience and how it can bolster the success of an organization

- Fluency in a foreign and/or world language
- Accurate keyboarding proficiency greater than 50 words per minute
- Proficient in WORD, EXCEL, PowerPoint, ACCESS (or equivalent database software); Quickbooks; computer programming
- Skilled at email etiquette, electronic filing, making correct monetary change, professional greetings
- Understand internet safety and security
- Proficient in troubleshooting and use of various technologies
- Understand and appreciate generational, racial, and sexual orientation differences
- Understand the value of building a resume and references for one's personal future
- Customer service training
- Leadership training
- Math: problem solving, estimating, statistics, data analysis
- Science: scientific method, physics, engineering

Desirable Attributes

- Sense of humor
- Sense of well-being and stability in one's own life including life and work balance
- Happy
- Caring
- Trustworthy
- Integrity
- Outcome and results driven
- Loyal
- Dedicated
- Career driven and desire to grow and advance within a company
- Engaged in the community
- Wants to make a difference every day by offering "a good day's work"
- Values the ability to "paying one's own way" in life
- Feels ownership of work space, project, event, program, and/or work assignments
- Has a passion for the work done
- Adaptable to change
- Mature – no drama, no entitlement attitude
- Willing to learn
- Realistic expectations
- Able and willing to do physical or dirty work
- Understands that doing a good job builds skills and adds wealth to a resume
- Less concerned about taking time off
- Does not sabotage one's self when success is seen

Outcomes

- Personal financial success
- Solid resume and credentials
- Engaged community citizen
- Ability to obtain and maintain honest employment necessary for the life desired
- Recommendation letters as evidence of proficiencies