



Electronics Recycling- Fast and Secure!



Title: Sorting Lead

Reports to: Warehouse Coordinator

Location: Midway warehouse (698 Prior Ave North, St Paul)

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

Job Purpose:

This position will require past supervision experience of 5 employees, quality assurance experience, experience in a warehouse setting and forklift certification.

Essential Functions:

- Provide daily oversight to sorting area, ensuring productive & safe employees.
- Able to learn quickly and properly sort various components into proper categories.
- Identify primary material sorter online, ensuring materials end up in proper location.
- Track weights and other metrics to communicate progress to team and Warehouse Coordinator.
- Train and onboard new sorting employees.
- Identify and coordinate with material handler coordinator (delegate who transports gaylords in/out of the sorting area).
- Report all issues and provide feedback for employee reviews to the Training Manager.
- Follow and enforce all safety & R2 regulations and precautions.
- Able to stand for extended periods of time.
- Keep work area clean.
- Back-up for the Warehouse Coordinator.

Qualifications:

- Drug-free, with pre-employment drug testing.
- Supervisory experience
- Previous experience in electronics sorting, quality assurance in a warehouse setting.
- Availability to work frequent Saturday events from March-November.
- Ability to lift heavy boxes and items (75-100 pounds).

Preferences:

- Experience with or proven interest in electronics.
- Experience with a pallet jack and forklift.

About Us:

Tech Dump is a 501(c)(3) nonprofit providing job training and practical experience for adults facing barriers to employment to prepare them to be a more valuable employee with an expanding future. Tech Dump accomplishes this through recycling and refurbishing electronics.

To Apply:

Email application (application found at TechDump.org→Contact→Job Opportunities) to employment@techdump.org or

drop off to either warehouse noting you are applying for the Sorting Lead position. **Please note: we will not consider any application for this position that does not have previous supervisory experience.**