



POSITION DESCRIPTION

Tech Dump, a division of Jobs Foundation, is a growing 501(c)(3) social enterprise providing job training and practical experience for adults facing barriers to employment to prepare them to be more valuable employees with an expanding future. We accomplish this through recycling (Tech Dump) and refurbishing (Tech Discounts) electronics at three locations in the Twin Cities.

TITLE: Shipping Coordinator

REPORTS TO: Tech Discounts, Marketing & Sales Manager

LOCATION: Golden Valley, MN until mid-December then moving to St Paul, MN

SUMMARY:

Oversee the packaging and transfer of electronics to any business or resident where transportation is needed.

ESSENTIAL ACCOUNTABILITIES:

Summary:

- Properly package item(s) purchased and prepare for shipping via UPS & USPS
- Be able to communicate with the customer for verification of items and ship to address
- Be able to provide tracking information to the customer and sales person, when requested
- Schedule pick-up & deliveries in a timely manner
- Must have basic knowledge of computers and components.
- Knowledge of e-Commerce (i.e. eBay, Amazon)

QUALIFICATIONS AND EXPERIENCE:

- Must be very detail-oriented, a self-starter, ability to work independently
- Must be flexible, willing to assist in different areas and the willingness to learn new things.
- Must be a people-person and customer service oriented
- Support of and ability to reflect the values of Tech Dump: Teamwork, Respect, Responsibility, Commitment and Hope.

Additional Position Information:

Pay Range: \$11.00 - \$13.00 / hour DOE

Classification: Non-exempt according to FLSA guidelines.

Physical Requirements: The store environment includes regular standing, walking and sitting at desk, use of PC, occasional lifting of approximately 50#.

Work Schedule: This is a full-time position. Core business hours are Monday - Friday 8:00 a.m. to 4:30 p.m.

Other: This position may include occasional travel within the Twin Cities metro area for meetings at several locations.



This job description may not cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Activities and responsibilities may change at any time.

Tech Dump is an equal opportunity employer.

Updated on 11/08/2018