



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 two locations in the Twin Cities.

TITLE: Electronics Technician (Audio Equipment, Smartphones, Tablets, Televisions, & More)

REPORTS TO: ReUse General Manager

LOCATION: Saint Paul, MN

SUMMARY:

Providing quality and efficient repairs on devices such as electronic equipment and devices. Complete exceptional work to create a positive customer experience.

ESSENTIAL ACCOUNTABILITIES:

- Testing and Refurbishing - Test all products using the proper testing procedure. Refurbish or replace parts.
- Familiarity with various electronic devices such as tablets, cell phones, networking equipment, audio equipment and televisions.
- Maintain adequate workflow to meet daily goals
- Communication with Resale Channels and Production - identify items that have value and items that we may not be saving. Provide feedback on the quality of material and any issues that arise from the sorting of the items.
- Communication with Warehouse Coordinator (WC) - When material is running out, communicate with the WC prior to material running out to allow time for WC to pick and move material into your area. If any specifics are needed such as a specific skid are needed, please communicate that otherwise it will be first in, first out. WC will support your material needs.
- Identify parts that can be kept for in-house refurbishing and resale. Organize area for parts being stored.
- Organization - all parts, cords, and connectors should be organized in their respected areas. Do not allow clutter to build up.
- Create a functional work area. Make the area your own. If a layout change is needed, discuss with Sales Manager or General Manager.
- Inventory - Accurately input descriptions of electronics into inventory software along with proper labeling of the electronics. Ensure descriptions are accurate.
- Sweep floor in testing area. Clean area and put away any tools at the end of the day.

QUALIFICATIONS AND EXPERIENCE:

- Drug free, with pre-employment and monthly drug testing.
- Previous experience in troubleshooting/repairing various electronic devices.
- Able to learn and expand knowledge of repair items and capable of performing quality repair services.
- Core values: Hardworking, Enthusiastic, Honest, Trustworthy and Reliable.
- Excellent organizational and multitasking skills, with a strong attention to detail.
- Ability to sit/stand/ and be mobile for extended periods of time.
- Ability to lift and move up to 40 lbs, utilizing appropriate equipment and safety techniques.

Additional Position Information:

Pay Range: DOQ

Classification: Non-exempt, according to FLSA guidelines.

Physical Requirements: Able to stand for extended periods of time and the ability to lift 50-75 pounds regularly.

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

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 2019.07.24