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: Miscellaneous Electronics Technician
REPORTS TO: ReUse General Manager
LOCATION: Tech Dump HQ, 860 Vandalia St, St Paul MN 55114

SUMMARY:
Providing quality and efficient repairs on electronics equipment that falls outside the laptop and/or desktop designation. Complete exceptional work to create a positive customer experience.

ESSENTIAL ACCOUNTABILITIES:
• Testing and Refurbishing - Test all products through the proper testing procedure. Refurbish or replace parts that fail. Types of products include, but are not limited to: servers, networking equipment, phones, tablets, TVs, gaming consoles, video projectors, and audio equipment.
• Maintain an adequate workflow to meet daily goals.
• Sorting - Products will be sorted on occasion per the direction of the Warehouse Coordinator.
• Communication with eCommerce Lead - Communicate with the eCommerce Lead to determine which products should be prioritized.
• Identify parts that can be kept for in-house refurbishing and resale. Organize the area for parts being stored.
• Organization - all parts, products, and testing equipment should be organized in their respected areas. Do not allow clutter to build up. Keep tools accessible that are needed for proper workflow.
• Inventory - Accurately input descriptions of products into inventory along with proper labeling.
• Clean area, dust if needed. Put all tools away at the end of the day.

QUALIFICATIONS AND EXPERIENCE:
● Drug-free, with pre-employment and monthly drug testing.
● Previous experience in troubleshooting/repairing laptops.
● 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 strong attention to detail.
● Ability to sit/stand/ and be mobile for extended periods of time.
● Ability to lift and move up to 40lbs, utilizing appropriate equipment and safety techniques.
**Additional Position Information:**

*Pay Range: DOQ*

*Classification: Non-exempt, according to FLSA guidelines.*

*Physical Requirements:* The warehouse environment includes regular standing, walking and sitting at a desk, use of PC, occasional lifting of approximately 10#.

*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 10/14/2020