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: Senior Warehouse Coordinator
REPORTS TO: Tech Dump Plant Manager
LOCATION: Tech Dump HQ, 860 Vandalia Street, Saint Paul MN 55114

SUMMARY:
Reporting to the Plant Manager, this person is a critical team member for the success of Tech Dump and Tech Discounts. They will provide supervision and guidance to the various work teams in partnership with the Plant Manager and Warehouse Coordinator. They will ensure warehouse materials are stored, moved, and processed as efficiently as possible. This team member will also invest in the development of employees during their onboarding and tenure at Tech Dump, in partnership with the Work Readiness Team.

ESSENTIAL ACCOUNTABILITIES:

● Daily oversight of recycling efforts and space (75% of the time):
  • Join the Plant Manager in providing daily oversight to work areas, ensuring employees have the information, training, materials, and supervision needed to be successful.
  • Help improve daily operations by providing ongoing assessments of current processes and procedures and making recommendations.
  • Ensure materials are stored as expected and organized for smooth material flow.
  • Ensure all materials are properly documented in our ERP system.
  • Track weights and other productivity metrics to report progress, and highlight areas of training needed.
  • Partner with the Truck Team and Scheduling to prepare physical space for incoming materials.
  • Join Team Leads in conducting employee reviews that provide insight into an individual's performance, safe working habits, and professional growth.

● Training new hires and coordinating with leads in key functional areas (15% of the time):
  • Assist the Teardown and Sorting Leads with training & oversight of employees, and material handling & sorting.
  • Consult with Leads to properly inventory day-to-day safety equipment and tools. Placing orders when inventory decreases.
  • Advance equity and inclusion efforts, including preparing work readiness employees to step into more responsibility.

● Ensure safety, compliance, and continuous improvement (10% of the time):
  • Share proactive ideas and support efforts to continuously improve day-to-day operations.

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• Report all issues and provide feedback for employee reviews to the Plant Manager and Program Director.
• Follow and enforce all safety and R2 regulations and precautions.
• Report safety issues to Plant Manager and EHS Specialist and assist in resolving.

QUALIFICATIONS AND EXPERIENCE:
● 2-years of leadership in a warehouse facility
● Skilled at training and instructing others on how to accomplish tasks.
● Ability to organize materials and the warehouse in an efficient and safe manner.
● Understanding recycling operations is preferred.
● Understanding of consumer and professional electronics is preferred.
● Drug-free, with pre-employment and monthly drug testing.
● Ability to lift heavy items and drive a forklift when needed.
● Support of and ability to reflect the values of Tech Dump: Teamwork, Respect, Responsibility, Commitment, and Hope.

Additional Position Information:
● Pay Range: $22-$25 per hour
● Vaccination Requirement: Must be fully vaccinated or have completed your 1st dose prior to your start date.
● Benefits: Full benefits package available after 60 days of employment including group health plan, employer HSA contribution, STD, LTD, and a retirement match
● Classification: Non-exempt, according to FLSA guidelines.
● Physical Requirements: The warehouse environment includes regular standing, walking, and sitting at a desk, use of PC, lifting of approximately 25#, loud noises.
● 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. Occasional evening or weekend availability may be necessary.

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 08/06/2021