

## **Full Job Description**

**\$200 sign on bonus after 90 days.**

PC Recycle takes a hands-on, dedicated approach to recycling and beneficially reusing E-Waste that would otherwise go into landfills. We are mission focused and looking for a team of hard working, passionate individuals to help businesses, government, and municipalities better handle their E-Waste.

We seek individuals who are go-getters, dedicated, and eager to excel at what they do. We work as a team to put our best foot forward.

Come play a key role in keeping the planet healthier and give yourself a chance to grow as an individual in an organization whose work matters. Join our team today.

**The Position:**A PC Recycle Audit & Sort Technician is a valuable member of our electronic recycling operations. They are responsible for receiving and organizing incoming electronic equipment into categories for either proper disposal or value material to be tested for resale.

### **DUTIES AND RESPONSIBILITIES:**

- Accurately capture and upload all relevant device information into PC Recycles inventory management system. This includes; finding the serial number, model, and manufacturer and possibly removing hardware.
- Understand requirements, deadlines and due dates, and prioritize workloads accordingly.
- Maintain the cleanliness and professional appearance of the department
- Preserve technical skills through participation and ongoing training

This job operates in a Warehouse environment. While performing the duties of this job, the employee is exposed to work near moving mechanical parts. This role routinely uses a pallet jack, barcode scanner, basic hand tools, and Personal Protective Equipment (PPE).

- Regularly lift and move up to 51 pounds unassisted
- Stand for extended periods of time
- Climb or balance; stoop, kneel, crouch, or crawl
- Work safely and efficiently a fast pace team environment

### **Qualifications:**

- Data Entry
- Experience with ERP

- Inventory Management
- Google Sheets/Excel
- Very strong attention to detail, organization and cleanliness
- Excellent verbal/written communication and organizational skills
- Ability to prioritize in a constantly changing work load
- 2+ years experience working in a warehouse environment/capacity preferred

Job Type: Full-time

**HOURS / PAY\***Expected schedule would be daily M-F during normal operating hours (8:00 am. to 4:30 p.m.). Schedule may vary upon management decisions. Some Saturday or Sunday work may be needed (voluntary). \$15-\$17/Hour. **\$200 sign on bonus after 90 days.**

Job Type: Full-time

Pay: \$15.00 - \$17.00 per hour

Benefits:

- Paid time off

Schedule:

- 8 hour shift

Supplemental Pay:

- Bonus pay

Work Location:

- One location

Work Remotely:

- No

17 days ago

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application p