



pcsforpeople

Warehouse Lead

A Career with a Mission

Since 1998, PCs for People has been a driving force behind digital inclusion efforts across the US. We are a self-sustainable 501(c)(3) nonprofit organization that is a national leader in digital inclusion. Our mission is to give low-income individuals access to computers, internet, digital literacy, and ongoing technology support. Guided by strong leadership and a dedicated team, we have provided computers to over 250,000 people, 128,000 have the ability to access to mobile internet, and recycled millions of pounds of electronics.

Job Summary

This full-time position is responsible for donation processing, inventory management, supervising volunteers, Midwest Special Services client staff (clients) and PCs for People staff, warehouse management, hard drive handling based on NAID certified processes, and truck driving. It is expected that time will be split between:

- 75% organizing and processing warehouse inventory
- 15% warehouse management
- 5% NAID compliance procedures
- 5% driving and pickups of donated technology

This position may include, but is not limited to, the following duties and responsibilities:

Key Responsibilities and Duties

Maintaining supplies, personal protective equipment, tools, and equipment to ensure compliance and safety

- Maximizing production floor space and efficiency
- Coordinating individual and small group work with clients, staff, and volunteers
- Developing and meeting productivity goals
- Training new staff and volunteers on basic functions of PCs for People processes
- Sorting, cleaning and organizing donation inventory
- Assist with setup and management of volunteer events at the warehouse
- Moving inventory with pallet jacks and forklifts
- Manually loading equipment at client sites
- Representing PCs for People favorably when interacting with donors
- Communicating PCs for People's procedures around NAID and donation processing when transferring ownership of equipment from donors
- Recording inventory of incoming equipment

- Keeping accurate truck records
- Keeping accurate data sanitization records and reporting back to businesses
- Receiving, storing, moving, and packing outgoing inventory
- Other duties as assigned

Required Skills/Qualifications

- Strong communication skills
- Ability to lift 50+ pounds repetitively
- Ability to estimate and meet deadlines
- Warehouse experience desired
- Must be able to pass drug screening and background checks
- Must be a patient individual
- Maintain a climate that attracts, retains and motivates top quality and passionate individuals

Valued but not required skills and experience

- Forklift certified
- Experience working with individuals with adults with disabilities

Benefits

- Join a dedicated team of mission driven professionals
- Health, Dental, and Vision Benefits
- 401K Match Program
- Casual Environment
- Career Ladder Opportunities
- Generous PTO
- Annual Bonus Potential
- Discounts on Technology

Please send your resume to jobs@pcsforpeople.org