



St. Vincent de Paul Society of Lane County, Inc.

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## **Electronics Recycler**

Over the last 68 years, SVdP has grown from a volunteer-led non-profit to the largest human services agency in Lane County with more than 600 employees. Our mission is to assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of SVdP Lane County.

St. Vincent de Paul is looking for ambitious and hardworking individuals to add to our team! We have full-time work available in our retail stores. Candidates must have exceptional customer service skills, attention to detail, and have the physical ability to lift up to 35 lbs. repetitively and 50 lbs. on occasion. This position also requires motivation, and the ability to work as part of a team.

### **Responsibilities and Duties:**

- Process electronics and place them into different categories for recycling or presort for stores
- Able to obtain a Forklift License
- Load and unload trailers with electronics
- Unload carts full of electronics to the proper areas of the store when needed
- Load carts and gaylords with tested electronics
- Ability to stoop, twist, and bend continuously to put electronics away in high and low places
- Proficiently and correctly check electronics for defects
- Use hand truck, dolly, and moving equipment
- Keep accurate records of electronics processed daily
- Must have the ability to go through a minimum of 8 gaylords a day
- Keep knowledge of sales, promotions, and discounts available
- This list is not all-inclusive, and other duties may be assigned

### **Knowledge, Skills, and Abilities:**

- Customer service oriented
- Self-motivated, organized, and able to work as part of a team
- Strong verbal communication skills, and not afraid to ask questions
- Ability to stand for 8 hours
- Able to lift, push, and pull up to 30 lbs.
- Able to lift electronics and misc. Items up to 50 lbs. With help from others and equipment
- Must have basic math skills

**Job Type:** Hourly. Full time.

**Wage:** \$16.00 per hour.

**Benefits:**

- Health and Dental Insurance
- Employee Assistance Program
- Employee discount
- Flex time
- Vacation and holiday pay
- 401K

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_