Position Title: **Warehouse Assistant**
Current Salary: $20.00
Hours: Full-time; M-F and T-S positions available
Reports To: Warehouse Lead

Overview:

Since 2004, Computers 2 Kids (C2K) has been transforming lives by refurbishing donated technology, reducing e-waste, creating career pathways in IT, and providing families nationwide with the tools to thrive in the digital age.

Computers 2 Kids (C2K) Warehouse Assistant is responsible for assisting in all aspects of daily operation and organization of the warehouse in support of C2K's programs and services. This includes maintaining inventory and supplies by receiving, storing, and delivering items. Warehouse Assistant must possess good leadership skills, ability to work with people, able to prioritize workload, good organizational skills, positive work ethic and attitude, and ability to work under high stress.

Duties and Responsibilities:

The Warehouse Assistant performs some or all the following duties:

- Meet warehouse operational standards by adhering to strategic plans and reviews for implementing production, productivity, quality, and customer-service standards.
- Move inventory by scheduling materials to be moved to and from warehouse; coordinate inventory transfers as required to enhance program/service delivery.
- Maintain storage area by organizing floor space; adhering to storage design principles; recommending improvements.
- Maintain inventory by conducting daily physical counts; reconcile variances; input data.
- Assist Warehouse Coordinator in motivating and encouraging teamwork within the workforce to ensure productivity targets are met or exceeded.
- Assist Warehouse Coordinator in production of regular reports and statistics on a daily, weekly or monthly basis.
- Scanning, organizing, sorting and dismantling products.
- Test and clean LCD monitors, sort and clean keyboards, mice, and power cords.

Qualifications:

Knowledge, skills and abilities

- Spanish and English Speaking Required, Arabic language skills a plus.
- Ability to operate standard warehouse equipment, including pallet jack, and forklift.
- **Ability to drive 26-foot box truck Required**
- Able to lift 50 pounds.
- Reporting skills
- Detail-oriented

- Time management
- Good math, oral and written communication skills
- Word processing

Personal characteristics

The Warehouse Assistant should demonstrate competence in all the following:

- Behave ethically: Understand ethical behavior and business practices and ensure that their behavior and the behavior of others is consistent with these standards and aligns with the values of C2K.
- Build relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of C2K.
- Communicate effectively: Speak, listen, and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Creativity/innovation: Develop new and unique ways to improve operations of C2K and to create new opportunities.
- Focus on client needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within C2K's parameters.
- Foster teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance C2K's effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of C2K.
- Make decisions: Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of C2K.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- Plan: Determine strategies to move C2K forward, set goals, create, and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Benefits for Full-Time Hires:

- 40 hours per year PTO and Sick Time
- 401K
- EAP (Employee Assistance Program – "Project Blue")
- 360 Advantage Life Insurance