

Receiving Lead

Refreshed Tech was founded to focus on electronic device buybacks and refurbishing. We help organizations turn their old or surplus technology into funds by buying back laptops, tablets, desktops, and many other forms of technology. Learn more at www.refreshedtech.com!

The Position:

The Receiving Lead is responsible for overseeing the receiving operations within our warehouse. This role ensures the efficient and accurate receipt, inspection, and documentation of incoming shipments of electronic devices and components. The Receiving Lead will coordinate with other departments, manage a team of receiving associates, and uphold quality and safety standards.

Key Responsibilities:

Leadership:

- Lead and mentor a team of associates, providing performance guidance, training, and support.
- Delegate tasks effectively to ensure smooth workflow and efficient operations.
- Foster a positive and collaborative work environment to maximize team performance.

Quality Control:

- Maintain and enforce strict quality control standards to ensure refurbished devices meet or exceed industry benchmarks.
- Inspect and verify the condition and quantity of received items against purchase orders and packing lists.
- Identify and resolve technical issues and defects promptly.
- Maintain a clean and organized receiving area, ensuring compliance with safety regulations and company policies.

Expertise:

- Stay up-to-date with the latest technology trends and repair techniques.
- Provide technical guidance and assistance to team members as needed.
- Communicate effectively with other departments to ensure smooth workflow and timely resolution of any issues.

Inventory Management:

- Manage and maintain accurate records of all received shipments in the warehouse management system.
- Collaborate with the inventory control team to resolve discrepancies and maintain inventory accuracy.
- Coordinate with suppliers and vendors to address issues related to damaged or incorrect shipments.
- Assist with cycle counts and inventory audits as required.

Process Improvement:

- Develop and implement standard operating procedures (SOPs) for receiving processes to improve efficiency and accuracy.
- Continuously evaluate and improve refurbishing processes for efficiency and cost-effectiveness.
- Collaborate with cross-functional teams to implement best practices and enhance productivity.

Reporting and Documentation:

- Maintain detailed records of incoming shipments and individual PO count.
- Generate regular performance reports for management review.

The Qualifications:

- High school diploma or equivalent; associate degree or higher preferred.
- Minimum of 3 years of experience in warehouse receiving or a related field, with at least 1 year in a supervisory role.
- Strong understanding of warehouse operations, inventory management, and supply chain processes.
- Proficiency in using Project Management Software (PMS), Enterprise Resource Planning (ERP) and Excel.
- Excellent organizational, leadership, and communication skills.
- Ability to lift and move heavy items (up to 50 lbs) and operate warehouse equipment (e.g., forklifts, pallet jacks).
- Detail-oriented with strong problem-solving and analytical skills.
- Ability to work in a fast-paced environment and manage multiple priorities.

Benefits:

- Competitive wages
- Health, Dental, and Vision Insurance
- Life Insurance
- 401(k) Retirement Plan
- Opportunities for professional growth and development
- A supportive and environmentally conscious workplace
- Employee discounts on refurbished products

~MUST be able to pass a background check~

Refreshed Tech is an Equal Opportunity Employer.