

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!

Do you exemplify these core values: Integrity, Ownership, Innovation, Quality, and Teamwork? We are looking for individuals who are self-motivated, responsible, and reliable to join our team!

RECEIVING ASSOCIATE

Refreshed Tech is a fast-growing organization focused on reusing and redistributing electronic devices. Our team comprises motivated, positive, and intelligent team players, who are driven to personal and professional growth.

The Opportunity

As a Receiving Associate, your primary responsibility is to ensure the accurate and timely processing of inbound orders. You will work closely with other team members to meet productivity goals while maintaining high-quality standards and providing exceptional service.

Key Responsibilities

- Receive and inspect incoming shipment of devices through the fulfillment system accurately and efficiently.
- Verify accuracy of purchase order against received items and report any discrepancies or damages.
- Label and tag shipments with appropriate P.O. information.
- Unload, unpack, and sort devices according to the established processing schedule.
- Input data into project management platform accurately and timely.
- Scan each device serial number into our processing platform.
- Prepare devices for processing team by staging in designated area.
- Maintain a clean and organized receiving area to ensure safety and efficiency.
- Ensure the proper functioning of shipping equipment, such as scales, label printers, and tape dispensers, and report any maintenance needs.
- Operate warehouse equipment, such as forklifts and pallet jacks, as needed.
- Collaborate with team members across various departments, such as order fulfillment, inventory, and warehouse, to resolve any order-related issues or customer inquiries.
- Assist in periodic inventory counts and audits.
- Follow all safety protocols and warehouse procedures.
- Assist with any other tasks on an as-needed basis.

Who You Are

- High school diploma or equivalent.
- Previous experience in a warehouse or receiving role preferred.
- Strong attention to detail and accuracy.
- Ability to operate warehouse equipment (forklifts, pallet jacks) safely and efficiently.
- Good communication and teamwork skills.
- Ability to lift and move heavy objects (up to 50 lbs).
- Basic computer skills for inventory tracking and reporting.
- Flexibility to work in various warehouse environments (hot, cold, noisy).
- Ability to withstand physical demands, including standing, walking, bending, and lifting for extended periods.

Your Commitment

- Full-time, Hourly non-exempt
- Monday - Friday, 7:00 am - 4:00 pm (40 hours per week)
- 60-minute (unpaid) meal break
- NO WEEKENDS
- NO HOLIDAYS

Your Benefits *available after a waiting period

- Weekly Pay Schedule
- Holiday Pay
- Paid Time Off*
- Health Insurance*
- Dental Insurance*
- Vision Insurance*
- Life (A&D) Insurance*
- Supplemental Insurance*
- 401(k) Safe Harbor*
- 401(k) Matching*
- Employee Discount

MUST be able to pass a background check | refreshedtech is an Equal Opportunity Employer.