

Job Title: PC Repair Tech
Department: Asset Management
Reports to: Plant Manager
Organization Name: ERI Inc/ Exact Staff
Organization Web Site: <http://www.electronicrecyclers.com>
About Our Organization: We recycle electronics.

General Purpose:

Verify and keep records on incoming and outgoing loads. Assures assembling, and shipping of load; as well as receiving, unpacking, verifying and recording incoming material. Repairing and harvesting parts to make non working PC, Laptops, Flat screen TV and various other electronics into working ones

Responsibilities:

- Process weight tickets for loads coming in
- Read and analyze incoming memos, and reports using word processing, spreadsheet, database, or presentation software.
- Open, incoming correspondence, including faxes and email.
- Examine contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipment.
- Repair non working PC, laptops and flat screen TV
- Parts harvest
- Use appropriate safety equipment at all times.
- Keeping area clean by sweeping 10 minutes before a break and before end of the shift.
- Report any ideas for efficiency and continuous improvement to Supervisors.
- Perform tasks while putting safety first.

Working Conditions:

Plant environment with exposure to dust, noise, equipment and machinery.

Qualifications:

Education and Experience:

High School or equivalent

1 yr PC and Laptop repair experience

Physical Requirements:

- Must be able to pass a pre-employment physical agility test given by our medical clinic.
- Physical agility is required to safely lift and carry 50 pounds: and to bend, stoop walk, reach overhead.
- Physical agility to push/pull, squat, twist, and turn without adverse physical injury is mandatory.

Note: This list of essential functions and physical requirements is not exhaustive and may be

supplemented as necessary in accordance with the requirements of the job.
 ERI adheres to the provisions of ADA regarding reasonable accommodation procedures.

Activity	never	occasionally	Frequently	constantly
Sitting	X			
Walking			X	
Standing				X
Bending Neck			X	
Bending Waist			X	
Squatting		X		
Kneeling		X		
Crawling	X			
Twisting Neck		X		
Twisting Waist		X		
Repetitive Hand Use				X
Simple Grasping R. Hand				X
Simple Grasping L. Hand				X
Power Grasping R. Hand			X	
Power Grasping L. Hand			X	
Pushing & Pulling R. Hand			X	
Pushing & Pulling L. Hand			X	
Reaching Above Shoulder			X	
Reaching Below Shoulder			X	
Lifting			X	

I have read and understand my job requirements and had the opportunity to ask and receive answers to my questions.

Date: _____

Employee

Signature: _____