Job Title: Production and Logistics Coordinator (Nonexempt)
Reports To: Production Manager
Location: Tech Exchange Warehouse (West Oakland)
Schedule: Monday - Friday, 8:30 AM - 4:30 PM (In-Person)

ABOUT TECH EXCHANGE: Tech Exchange is a nonprofit organization committed to advancing digital equity by refurbishing and distributing technology, offering digital skills training, and supporting broadband adoption in underserved communities. Through our ITAD (IT Asset Disposition) social enterprise, we repurpose donated technology to fund our mission-driven programs while reducing e-waste.

ABOUT THE ROLE:

Tech Exchange receives a steady stream of donated technology that must be accurately tracked, organized, and prepared for reuse. The Production Coordinator supports the day-to-day flow of warehouse operations, helping manage inventory, testing, order preparation, and donation logistics. This position plays an important role in organizing incoming and outgoing equipment, preparing shipments, and ensuring devices move efficiently through the production process.

ESSENTIAL FUNCTIONS:

- **Donation Logistics Support:** Assist with the coordination and handling of donated technology by supporting pickups, deliveries, documentation, loading and unloading activities, and the safe movement of equipment throughout warehouse operations.

- **Inventory Control:** Track incoming and outgoing devices within inventory systems. Sort, identify, and maintain organized records of donated equipment and accessories.

- **Warehouse Organization:** Organize materials, equipment, and inventory in designated storage locations to support an efficient workflow.

- **Shipping & Logistics:** Prepare devices and equipment for shipment by staging, labeling, packaging, and palletizing orders according to operational requirements.

- **Device Evaluation:** Test donated computers and accessories, perform data wiping procedures, and prepare equipment for refurbishment or deployment.

- **Order Processing:** Pick, pack, and stage orders accurately to support timely deliveries and program needs.

- **Warehouse Operations:** Maintain a safe, clean, and organized work environment while following established safety procedures.

● **Inventory Verification:** Assist with routine inventory counts and audits to ensure physical inventory matches system records.

● **Team Support:** Contribute to special projects and other warehouse activities as assigned to support organizational goals.

The Production Coordinator plays a key role in supporting Tech Exchange's mission by helping ensure donated technology is processed, tracked, and distributed efficiently. Success in this position requires strong organizational skills, attention to detail, adaptability, and a commitment to teamwork.

REQUIRED QUALIFICATIONS:

- Ability to lift items up to 50 pounds.
- Dependable daily attendance and work output
- Detail-oriented outlook toward tasks
- Ability to remain flexible, resilient, calm, maintain a sense of humor, and regularly present a well-groomed, professional image.
- Motivated, proactive, and collaborative.
- Team player with strong organizational skills

CONTINGENCIES:

This offer is contingent upon you providing the items indicated below. These must be completed prior to your first day of work:

- CRIMINAL BACKGROUND CLEARANCE AND TB SCREENING: Your work **WILL NOT** place you in direct contact with OUSD students.

- CRIMINAL BACKGROUND: Employees who come into direct contact with any OUSD students must undergo fingerprinting and criminal background checks through the California Department of Justice and the Federal Bureau of Investigation. Tech Exchange extends this requirement to all types of employees if they are deemed to have more than limited contact with District students.

- TUBERCULOSIS CLEARANCE: Employees who come into direct contact with any OUSD students must submit proof of a clear TB screening and/or chest x-ray. The submitted documents must:

- (A) be signed and dated by a physician who;

- (B) reports the results of a TB skin test or chest x-rays from private physicians or health facilities. The date of the test must be in the last four years.

Compensation: $23.00/Hr. + Benefits