

Electronics Testing/Computer Electronics Sales Associate

Part-Time 20 to 28 hours/week

The Electronics Testing/Computer Electronics Sales Associate is a key position in the success of our refurbished computer electronics operation, both in-store and online sales.

Responsibilities

- Test and/or repair donated electronics; support procedures and strategies for the resale of electronics, audio/video gear and other devices including intake, assessment, testing, pricing, merchandising and sales promotion.
- Assess, evaluate, write descriptions, photograph and list items appropriate for online sale.
- In physical store: process sales, cashiering, credit card payments and returns.
 - Evaluate, track, test, repair, price and merchandise items for the sales floor.
 - Operating cash register and credit card processing machine.
 - Daily opening and close out of registers, daily sales audit.
 - Writing donation receipts for customers as needed.
 - Assist in completing sales and returns with courtesy and efficiency.
- Ensure total customer satisfaction.
- Assist with the merchandising, restocking, appearance and necessary maintenance of the store.
- Other duties as assigned.

Skills and Qualifications

- Computer hardware/software, audio, video and/or appliance repair experience preferred.
- eBay, craigslist, Amazon.com and other online retail experience preferred.
- Exceptional organizational and communication skills with demonstrated ability to relate well with staff, volunteers, customers and stakeholders.
- Extremely well organized with ability to multi-task, prioritize and troubleshoot.
- Team player with high degree of integrity and judgment.

Special Conditions of Employment

- Selected candidate will be required to pass a criminal history background check.
- Ability to perform essential physical job functions typically requiring bending, squatting, sitting, standing, walking, handling objects, pushing/pulling, reaching above shoulder level, and using fine finger movements with manual dexterity.
- Ability to transport 25 pounds frequently, and 25-40 pounds occasionally, with or without accommodation.
- All Grey Bears employees must know and follow job safety procedures, attend safety meetings and trainings, proactively promote safety at work, and promptly report actual and potential accidents and injuries.

Other Requirements

- Available to work weekends

Relationships

- Works closely with e-waste donations center, thrift store staff, recycling center, other staff and volunteers.

To apply, please send or email resume with cover letter and compensation requirements to:

Executive Director
Grey Bears
2710 Chanticleer Ave
Santa Cruz CA 95065
info@greybears.org

Grey Bears is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties.