

FAR WEST RECYCLING

Job Description

Job Title: ITAD Administrator
Division: Tualatin Facility
Class: Full Time, Hourly Non-Exempt
Reports to: Jeff Steinfeld – Director of sales
Date: Nov 2023

Primary Function:

- Identify incoming materials for reuse and upgrading material for resale and wholesale markets
- Operate online sales of material company wide and find best markets for ITAD material
- Test key functions of material and develop spreadsheets with this information
- Audit inbound material to sort by ITAD and separate material
- Direct electronic sorting process to identify materials for ITAD
- Attend industry conferences, learn new markets for material, and interact with customers and suppliers
- Assist in the process of sorting and disassembling electronics
- Prepare materials for downstream customers
- Operate a safe and efficient ITAD department while following the standards set in the Company Mission statement, Policies and Procedures, and Safety and Health Handbook
- Responsible for the dismantling and upgrading of specialized electronics along with online sales
- Reports directly to the Operations Manager, works with Director of Sales

Responsibilities Include:

- Sort and identify material based on serial numbers, part numbers, or other markings
- Test material for key functions
- Research new hardware and software for testing ITAD equipment
- Propose new processes to improve the testing capabilities of the department
- Run the hard drive shredder and help troubleshoot and maintain equipment
 - This includes at customers' locations
- List material for sale online and handle all customer interactions
- Identify new opportunities to upgrade material and new markets for existing materials
- Maintain reliable and predictable on-site attendance
- Understand RIOS and R2 standards and help implement policies
- Dismantle, examine, and select material at the most favorable price consistent with quality, quantity, and specification requirements
- Recommend possible changes that may improve employee morale, productivity, and/or promote teamwork
- Data entry
- Use appropriate PPE

- Operate forklifts and pallet jacks
- Perform quality control and upgrade commodities
- Deliver customer shipments to carriers
- Participate in continuing education programs

Skills and Attributes:

- Use hand tools including but not limited to hand drills (electric and pneumatic), hammers, screwdrivers, and wire cutters
- Test many different types of machines for key functions and salvage valuable parts
- Multi-task in a fast pace environment
- Maintain composure and have a positive attitude
- Safe operation of equipment
- Effective communication

Physical Requirements:

- Frequent lifting, pushing, pulling, walking, climbing stairs, standing, kneeling, and twisting
- Outdoor/warehouse environment
- Some repetitive mechanical work
- Must be able to lift up to 49lbs unassisted

Supervisory Responsibilities:

- This position supervises the electronic sorting crew when sorting ITAD material

Qualifications:

- High school diploma or better
- Two to three years of related experience in the IT field

Certificates, Licenses and/or Registrations:

This position does not require any certificates, licenses, and/or registrations