Minnesota Tech for Success
Employment Opportunity:
Production Manager

About Minnesota Tech for Success
We are on a mission to create Digital Equity in Minnesota!

Minnesota Tech for Success is a non-profit organization providing technology access and skills training to underserved individuals and help them gain the skills and confidence they need to begin a successful career in technology.

Position Summary
This is a full-time position. Candidate would be responsible for managing operational decisions on the production floor to meet the annual production goal as determined by the Director of Products and Sales. Candidate would be responsible for managing the following areas: Desktop & laptop refurbishing areas, imaging station, and outgoing sales. Candidate is eligible for benefits after 30 days.

Responsibilities
- Conduct testing on computer equipment to ensure it meets our refurbishing standard.
- Troubleshoot and repair computer equipment.
- Assist with internal computer, network, or server technical issues.
- Help resolve technical issues with production and help build our computer image.
- Prepare orders by processing requests, ordering supplies, pulling parts, packing boxes, etc.
- Sort and organize computers and parts in the warehouse.
- Maintain inventory controls through organizing and sorting materials.
- Maintains a safe and clean work environment by keeping shelves, pallet areas and workstations neat.
- Maintain equipment inventory database.
- Manage job performance.
- Manage team of Computer Technicians.
- Generate reports to the Director of Products and Sales.

Qualifications
- Bachelor’s degree in computer science or related field or Associates Degree in computer/networking field and 2 years of computer hardware experience.
- Knowledge of computers, hardware and other peripherals, computer refurbishing and knowledge of MS Operating Systems.
- Must be able to regularly lift and move objects up to 50 pounds.
- A passion for technology and closing the opportunity gap in Minnesota.
- Warehouse experience, forklift experience a plus.
- Ability to work in a fast-paced environment, manage time efficiently and meet deadlines.
- A positive attitude and team player mentality are a must.
- Management and warehouse experience is helpful

Candidate must pass background check and drug test. A strong background in personal computers and technology is mandatory.

Salary: $50,000 - $60,000 DOE.

Hours: 7:00am-3:30pm Monday through Friday.
We are an Equal Opportunity employer. We seek motivated and qualified candidates and value every background, identity, and experience. We believe in the strength of diverse and inclusive teams and are dedicated to creating a workplace where every person is respected, heard, and has opportunities to thrive.

To apply, email your resume and cover letter to Director of Products and Sales, Tom Tieman, ttieman@techforsuccess.org by January 19th, 2024.