



## *Production Associate*

### **Overview**

Renew World Outreach is a Christian ministry located in the metro-Atlanta, GA area that provides cutting-edge technological tools and strategies to the global Church. Our primary mission is to use innovative technology to connect, renew and transform the world with the Word of God. We highly value prayer, worship, and the power of the Holy Spirit. Renew is looking for a technically-inclined individual to fill a full-time position on our order fulfillment and quality control team. The ideal candidate will have experience working in a fast-paced order fulfillment environment requiring attention to detail and some technical understanding. The Production Associate's primary role is to assemble, test, and pack equipment to order, as well as load equipment with digital media. We are looking for a highly motivated self-starter who can efficiently assemble and test systems with little supervision. Candidates must be capable of regularly lifting boxes of 50 lbs. or more. This entry-level position reports directly to the Production Manager. Starting compensation for this position is between \$8.50-\$9.00/hr.

### **Preferred Skills**

- Technically-minded and comfortable working with technology and electronics
- Detail oriented, good at trouble-shooting and problem solving
- Comfortable with the basics of computer usage: navigating file systems, copying files, using Word, Excel, etc.
- Self-starter who takes initiative with very little supervision or direction
- Able to juggle multiple projects and meet deadlines for time-sensitive requests

### **Duties & Responsibilities**

- Order Fulfilment
  - a. Assemble, test, and pack systems for shipment to customers.
  - b. Assist Production Manager in getting high priority orders completed with short deadlines.
  - c. Help keep production area clean and orderly.
  - d. Assist Inventory Manager in keeping inventory organized and properly accounted for.
  - e. Load digital audio and video media files onto systems
- Quality Control
  - a. Assist Quality Control department in running tests on various components such as batteries, amps, and solar panels.
  - b. May occasionally be required to repair systems or components under the supervision of the Production Manager.