



*Please include examples of relevant work when submitting your resume. Thank you!*

## **JOB DESCRIPTION | QUALITY CONTROL & FULFILLMENT ASSOCIATE**

### **Overview**

Renew World Outreach is a non-profit Christian ministry located in Stone Mountain, GA that develops technology & training to help spread the Word of God. Our primary mission is to reach the unreached with the Word of God through innovation that multiplies field impact. We highly value prayer, worship, and the power of the Holy Spirit in our community.

Renew is looking for a technically-inclined individual to fill a part-time position on our fulfillment and quality control team. The ideal candidate will have experience troubleshooting technology or working in a fulfillment environment requiring attention to detail and some technical understanding. The associate's primary role is to perform quality control tests on a variety of components as well as assemble, test, and pack equipment to order. Candidates must be capable of regularly lifting boxes up to 50 lbs. This entry-level position reports to the Quality Control & Production Managers.

### **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: Google Suite, Word, Excel, etc.
- Able to juggle multiple projects and meet deadlines for time-sensitive requests.
- Coursework in science is helpful (e.g. physics, chemistry lab, etc).
- Team player who is flexible and willing to adjust work settings based on needs.

### **Duties & Responsibilities**

- Quality Control
  - Assist Quality Control department in running and documenting tests on various components such as batteries, projectors, and solar panels.
  - Analyze test data and report outcomes to QC Manager.
  - Troubleshoot and repair components under the supervision of the QC Manager.
  - Maintain organization and cleanliness of the QC area and files.
- Order Fulfillment
  - Assemble, test, and pack shipments to customers.

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UPDATED: FEBRUARY 2023



- Prioritize orders based on deadlines and order complexities.
- Work well in a team to get high priority orders completed with short deadlines.
- Help keep the fulfillment area clean and orderly.
- Assist in keeping the warehouse organized and inventory properly accounted for.