**Seasonal Production Warehouse Technician**

DALY Computers has been a trusted IT service provider to government and education customers for over 35 years. Our mission is to combine innovative technologies and services into solutions to help our customers succeed in their mission.

We are seeking seasonal/temporary support in our production warehouse facility. The ideal candidate is multi-skilled, hardworking, and efficient with a proven record of accomplishment to ensure the smooth functioning and operations of our production warehouse. The ideal candidate is able to follow standard operating procedures and work in a methodical and tidy manner. Additionally, they must possess basic computer skills including, but not limited to: typing at a proficient level; the ability to recognize Ethernet; and recognize USB and display ports.

The Production Technician work will be performed locally in our Frederick, MD location in a warehouse environment. The position will start late August and go until October or November, however could be longer depending on customer demands. Part-time work is available. Hours are available Monday thru Friday 6:30 A.M. to 5:00 P.M. This position may require some overtime and/or weekend hours when necessary to meet customer demands.

**All candidates must pass a comprehensive criminal background check, drug testing, as well as be fully COVID vaccinated upon hire date.**

**Duties & Responsibilities:**

* Configure, image, and test hardware components.
* Perform quality assurance/quality control audits
* Unbox, Pack, and Scan laptops and desktops.
* Asset tag and scan systems according to customer specifications.
* Load and unload product from company vehicles.
* Pack and unpack computing devices such as tablets, laptops, desktops, servers, etc.
* Organize and palletize according to individual requirements of customer order.
* Ensure quality of product output following company standards.
* Accompany drivers on deliveries.
* Other duties as assigned

**Knowledge, Skills & Abilities:**

* Possess a comprehensive understanding of inventory control methods and procedures.
* Must possess good time management skills.
* Must have proficiency with Microsoft Office, particularly Outlook and Excel.
* Ability to learn and follow directions.
* Ability to communicate production related issues effectively.
* Must be a team player. Ability to work independently and on a team.
* Able to multitask.
* Exemplify strong attention to details.
* Passion for producing high quality end product.
* Good problem-solver and analytical thinker.
* Self-motivated, self -starter.
* Basic knowledge of computer hardware.

**Physical Requirements:**The physical demands described below are representative of those that must be met by a candidate to successfully perform the essential functions of the job.

* Must be at least 16 years of age.
* Display coordination with each hand on a continuous basis while performing tasks.
* Perform work which is elevated off the ground on an occasional basis.
* Ability to stoop, kneel or squat when handling product.
* Ability to reach forward and side-to-side frequently when handling product.
* Ability to stand and walk on concrete flooring for long periods of time during the course of a shift.
* Ability to see up close, at a distance, peripherally and in-depth.
* Ability to communicate both written and orally in a concise, polite, and respectful manner.
* Ability to use a jack/hand truck to move pallets/boxes.
* Must be able to lift 40 – 50 pounds when required.