



Logistics Technician

SparkFun Electronics - Niwot

Apprenticeship Details:

Wage: \$12.00/hour

Location: SparkFun Electronics – 6333 Dry Creek Parkway, Niwot, CO 80503

Schedule: 8 am – 5 pm (flexible in regards to days of the week)

Start Date: 7/1/2020

Application Requirements: Take the Wiesen Test of Mechanical Aptitude. For more information, see the [Aptitude Assessment](#) section below.

Drug Testing: No

Background Check: No

Additional Details:

Work Address: 6333 Dry Creek Parkway, Niwot, CO

Compensation: \$13/hour in year 1

Total Apprentices for this Position: 1

Work Environment: Casual, open, clean, climate-controlled environment. Students will work on production and warehouse floors.

Is a background check required?: No

Is a drug test required?: No

Schedule:

Monday - Thursday (Mornings);Monday - Thursday (Afternoons);Alternating Block Schedule;Friday (full day);Fridays (half days)

**During the school year, TSD student apprentices work either a morning or afternoon shift, depending on the business needs and student schedule constraints.*

Who We Are:

SparkFun Electronics (<https://www.sparkfun.com>) is an open source e-retailer focused on making embedded electronics accessible to people of all ages and skill levels. SparkFun was instrumental in creating the Open Source movement and remains a leader dedicated to making it more commonplace. We strive to educate, encourage, and supply our customers in all things electronic.

In 2003, CU student Nathan Seidle shorted a programmer in his dorm room and, in lieu of a way to order easy replacements, decided to start his own company. Since then, SparkFun has been committed to sustainably helping our world achieve electronics literacy from our headquarters in Boulder, Colorado. No matter your vision, SparkFun's products and resources are designed to make the world of electronics more accessible. In addition to

over 2,000 open source components and widgets, SparkFun offers curriculum, training and online tutorials designed to help demystify the wonderful world of embedded electronics. We're here to help you start something. We are an equal opportunity employer that values a diverse workforce and an inclusive culture. SparkFun offers an abundance of opportunities to learn new skills from other Funions, in addition to many other benefits and perks.

Our Core Values are an incredibly important aspect of everything we do at SparkFun, from business decisions to how we welcome new employees to building meaningful relationships throughout the building. Our Values truly are who we are as an organization!

Those Core Values are: People First, Accountability, Respect, Transparency, and Innovation

You can check us out or follow us on the following social media sites:

- Facebook - <https://www.facebook.com/SparkFun/>
- Twitter – <https://twitter.com/sparkfun>
- Instagram - <https://www.instagram.com/sparkfun/>

Who You Are:

- **Team Player:** You are an open communicator who wants to help get things done and gather as much information as possible.
- **Problem Solver:** You use logical thinking, data, and knowledge to solve problems.
- **Mechanical Aptitude:** You like working with your hands; taking things apart and putting them back together.
- **Professionalism:** You are respectful, honest, and focused.
- **Accountability:** You hold yourself to a high standard and take ownership of your actions.
- **Detail Oriented:** You are very accurate and precise in the work you do and can repeat this over and over.

What You Will Do:

The primary responsibility of the Logistics Technician is to ensure a steady flow of incoming parts to the Inventory shelves and maintain that stock in an accurate and timely manner. The Logistics Technician needs to accept, verify, physically & virtually inspect and receive inbound shipments and communicate to the applicable employees when parts have arrived. This position ensures the right products, or SKUs, are in the right locations, and are easily found. This position is also responsible for the daily upkeep of inventory, making sure primary pick bins are well stocked, isles are clear of empty boxes and other clutter, allowing Shipping Associates to pick and pack orders as quickly and accurately as possible. Job shadowing opportunities in other positions around SparkFun are potentially available.

Example work activities:

- Enter information into company Enterprise Resource Planning (ERP) system.
- Conduct three-way match to ensure that company purchase order, vendor invoice, and materials received are consistent with respect to quantities, product, price, and other characteristics.
- Conduct inventory checks and resolve any discrepancies between what is physically in stock and what the computer system says is in stock.
- Perform Cycle Counts, verifying and/or correcting the quantity of a product at a specific location.
- Complete Inventory Transfers, moving product from one area of the warehouse to the other.
- Prepare, package, and ship products to customers.

What You Have Done:

N/A

Coursework and Certifications:

This employer has committed to investing \$5,100 toward each apprentice's education. They have allocated \$1,100 toward industry certification(s) and related training in apprenticeship Years 1 and 2. They have allocated \$4,000 toward higher education coursework in apprenticeship Year 3.

Industry Certification

Logistics Technician apprentices will pursue the MSSC Certified Logistics Technician industry certification in apprenticeship Years 1 and 2. This certification has two modules: the Associate level and the Technician level. For each module, apprentices will take online coursework, receive instructional support from a CareerWise tutor, and then take an exam. The time commitment for each module is approximately 20 hours. This certification is important for two reasons. First, it gives the apprentice the foundational skills, knowledge, and terminology to be successful in the Logistics field. Second, the certification is a great addition to the apprentice's resume.

Continuing Education Assistance:

Do we provide continuing education assistance to our full time employees?:

Aptitude Assessment:

None

Create your student profile, upload your resume, and apply for positions at:

www.careerwisecolorado.org