



Material Control

Leading the LED Industry Since 1992

Leotek Electronics USA LLC., located in California's Silicon Valley since 1997, and celebrating over twenty years as an LED lighting manufacturer, is globally recognized as a pioneer in light-emitting diode technology. With millions of LED products installed worldwide, Leotek offers a substantial history of proven performance. The company manufactures innovative LED lighting products for applications encompassing traffic and transit; street and area; petroleum, convenience, grocery and retail stores.

Leotek is committed to developing emerging solid-state technology that offers greater longevity and environmental viability than traditional lighting sources, while reducing energy consumption and maintenance costs. In 2007, Leotek was acquired by Lite-On Group, a multi-billion dollar electronics manufacturing conglomerate.

Location:

San Jose, CA, USA

Department:

Operations

Summary of Responsibilities:

Plans, schedules and monitors the movement of material through the production cycle. Determine material requirements from engineering and production schedules. Coordinate the efficient movement of materials with purchasing, production and engineering. Control inventory at appropriate level.

Job Responsibilities:

- Create appropriate purchasing orders according SAP requisition plan, and continue monitoring
- Periodically review open purchasing orders with suppliers, and adjust delivery schedule with vendors based on pull in/push out/cancel information in MRP.
- Plan materials schedule to pull the materials from TW.
- Revise the material in plan order, execute material ATP to confirm the sales order
- Track materials delivery issue, quality issue etc. to ensure the materials can meet production request.
- Check and approve ECN, make sure ECN is effective on time without materials impact.
- Maintain delivery schedule to control and reduce material age, control inventory at appropriate level
- Coordinate suppliers' payment process and collect AP from vendors monthly
- Other duties or projects assigned by the Company

Job Requirements:

- Requires a bachelor's degree
- At least one year experience in using SAP; at least two year purchasing /material management experience.
- Be skillful in MS office, especially excel and word
- Good communications skills and negotiation tactics
- Must have excellent written and oral communication skills
- Bilingual in English/ Chinese



Competencies

- Communication Proficiency
- Collaboration Skills
- Flexibility

Leotek Electronics USA LLC has work environment that promotes diversity, equal opportunity, embraces change, and provides leadership opportunities to its talents.

If you are looking to make a move and are highly motivated professional who welcomes new challenges, take a look at our career page by visiting www.leotek.com.