



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.

Job Summary:

The Production Management Control position supervises, establishes and coordinates the production schedules in a factory environment. Ensures the flow of materials, parts and assemblies between or within departments. Will be familiar with a variety of the material control concepts, practices, the product build plans and procedures, shipping tracking.

Essential Functions:

- Create the Work orders, build Plan and manages production schedules to ensure 100% on-time delivery of all customer orders.
- Responsible for the analysis of sales order releases with respect to capacity planning and material requirements.
- Coordinate with product material and CS team for customer delivery analysis, adjust the build plan to meet customer.
- Completes shipping information and delivery date input.
- Order floor stock with shelf-life material for production.
- Interface with manufacturing personnel, purchasing personnel, warehouse personnel etc. on material status and production planning issues.
- Will perform other duties as requested, directed, or assigned
- Familiar with SAP system

Required Education and Experience:

- 3-5 years' experience in a manufacturing environment.
- Experience with purchasing, expediting, MRP/ ERP/SAP/ MES systems, quality/continuous improvement initiatives, manufacturing safety practices and MS Office applications.

- Solid analytical skills
- Excellent communication skills (oral and written)
- Ability to work well with others
- Self-motivated
- Ability to multi-task in a fast-paced environment
- Ability to solve practical problems and deal with a variety of changing situations

Additional Eligibility Qualifications:

- 4-year degree preferred or equivalent expensive

Competencies

- Technical Capacity
- Personal Effectiveness/Credibility
- Thoroughness
- Collaboration Skills
- Communication Proficiency
- Flexibility

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work

This is a full-time position and mainly work in front of the computer. 40 hours per week.

Work Authorization/Security Clearance:

N/A

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice in order to meet the ongoing needs of the organization.