

## **Job Description**

Leading the LED Industry Since 1992

Leotek Electronics USA LLC, located in California's Silicon Valley since 1997, and celebrating over thirty 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 lighting.

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.

**Job Family / Job Title: Warehouse clerk**

**Division / Department: Warehouse**

### **Job Summary:**

- Skilled in the use of a forklift as well as various equipment, required to perform duties.
- Ability to accurately inspect incoming shipments and compare to purchase orders.
- Capability to take physical inventory accurately and efficiently.
- Must have the ability to be flexible and adapt to change readily.
- Basic mathematical skills.
- Keep warehouse orderly and clean at all times.
- Ensure warehouse equipment is maintained in good working condition
- Store parts in proper inventory location
- Pull parts and prepare for SKD and shipping

### **Required Education and Experience:**

- High school or equivalent
- Minimum 1-2 years warehouse experience
- Must be able to lift up to 40lb.

### **Competencies**

- Collaboration Skills
- Communication Proficiency
- Flexibility

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

This is an hourly full-time position and mainly work in warehouse environment.

**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.