



Warehouse Lead (Temporary)

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

Department:

Logistics Department

Summary of Responsibilities:

The job of the Warehouse Lead is to assure that all and warehouse activities such as pulling and loading orders for delivery, ensuring specifications, quantity and quality of orders are correct, verifying stock, safe operation of vehicles, maintaining an organized layout and safe work environment, and maintaining manual and electronic records of items delivered and received.

Job Responsibilities:

- Plan and participate in the warehouse operations and activities.
- Maintain inventory of all in and out of the warehouse
- Operate powered machine such as forklift, electronic power jack, etc., to load and unload materials from and to the delivery trucks and storage
- Moving goods packed on pallets around the storage facility
- Stacking goods in the correct storage and following inventory control instructions
- Checking loads are secure
- Performing daily equipment checks such as recharging the truck's battery equipment
- Perform physical count per semi year

Job Requirements:

- High School Diploma or G.E.D Certificate
- 2-3 years' experience in Warehouse
- Bilingual skills in Mandarin and English are a must
- Drive Forklift Machine
- Able to use Electronic Power Jack



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.

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.