



## **Los Angeles Lighting Mfg. Co.**

10141 OLNEY STREET / EL MONTE, CA 91731

Tel: 626-454-8300 Fax: 626-454-8399

<http://www.lalighting.com>

### **Job Description: Warehouse / Assembly Associate**

#### **ABOUT THE POSITION**

LA Lighting is seeking a Warehouse / Assembly Associate. The Associate will be responsible for pulling of material for production and shipping, and for receiving, unpacking, checking, and storing material.

#### **ESSENTIAL FUNCTIONS**

- Pull and stage material for manufacturing work orders.
- Pull and stage material for finished goods shipping.
- Load and unload trucks
- May be assigned to assist in the Shipping and Receiving departments.
- May be assigned to assist in the assembly department, as needed.
- Work closely with Inventory Control Specialist and Production Team to assist with organizing and maintaining accurate inventories.
- Notify supervisor of any inventory discrepancies found during pulling/stocking process.
- Other duties as required.

#### **EDUCATION**

- High school graduate or GED required.

#### **EXPERIENCE**

- Minimum of 2 years of experience working as a material handler/warehouse associate.

#### **OTHER ESSENTIAL REQUIREMENTS**

- US citizen or authorized to work in the US
- Bi-Lingual Spanish required.
- Adhere to all company safety policies and procedures.
- Attention to detail with the ability to accurately pull material utilizing pick lists or pack slips.
- Ability to work independently to accomplish assigned duties.
- Familiarity with Excel and ERP systems
- Excellent organizational and time management skills.
- Must be able to push, pull and lift up to 40lbs

#### **COMPENSATION & BENEFITS**

- Salary range \$15.50 - 16.50/hr. Benefits include participation in 401k, Medical, Dental, paid time off.