



Shipping/Receiving & Manufacturing Sr. Associate

Los Gatos, CA

Who is Xicato Inc.:

We're the world leader in lighting and controls for professionals, consumers and the internet of things. Our passion for innovation and excellence makes us one of the most recognizable brands worldwide.

Working as a **Shipping/Receiving & Manufacturing Sr. Associate** at Xicato is dynamic. You'll be responsible for working within our operations business unit to deliver the highest results Xicato is renowned for. We are seeking a self-motivated, roll-up the sleeves kind of person who can manage multiple responsibilities.

Learn more at www.xicato.com

Job Description:

- Responsible for keeping records of all products shipped and received
- Unpacks and examines incoming shipments, segregate damaged items, records shortages, and corresponds with shipper to rectify damages and shortages.
- Route received items to departments
- Prepare shipping documents to ensure that orders have been filled correctly.
- Pick/pack and ship products using Fedex, DHL, UPS online systems
- Determines method of shipment, utilizing knowledge of shipping procedures, routes, and rates.
- Manage local warehouse, perform inventory counts, transactions and inventory adjustments in the ERP system
- Identify raw materials using bill of materials to build products and communicate shortages with the procurement team
- Manufacturing and custom assembly work

Required Skills:

- High school diploma/GED required – degree preferred
- 7+ years' experience in Shipping, receiving, inventory control and manufacturing
- Able to work in the ERP environment and familiar with Microsoft Office (Word, Excel)
- Good written and verbal communications skills
- Ability to work independently and in a team environment
- Able to lift 50 pounds without restriction
- Able to use manufacturing equipment
- Ability to solder

Apply to jobs@xicato.com with your resume and a brief intro.