



## **Manufacturing & Operations 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 **Manufacturing and Operations 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](http://www.xicato.com)

### **Job Description:**

- Light manufacturing and custom assembly work.
- Identify raw materials using bill of materials to build products and communicate shortages with the procurement team
- Unpacks and examines incoming material from vendors, segregate damaged items, records shortages, and corresponds with buyer to rectify damages and shortages.
- Unpack material for testing, or shipping and deliver material to vendors for assembly prep or final assembled components, PCB or casing and more.
- Build samples as needed by Engineering, Sales and Operation.
- Prepare shipping documents to ensure that orders have been filled correctly.
- Pick/pack and ship products using various carrier systems.

### **Required Skills:**

- High school diploma/GED required – degree preferred
- 5+ years' experience in 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