



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

Job Description:

- Light electronics manufacturing and custom assembly work as well as some testing
- Ability to interpret technical documentation
- 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 Operations
- 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
- 3+ years' experience in inventory control and manufacturing
- Familiar with Microsoft Word, Excel
- Self-starter, well organized
- 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 including Miter Saw
- Ability to solder

Send resume to jobs@xicato.com.

Xicato®