



Job Profile

POSITION: Warehouse Associate

Everlight Americas Inc. is the North American Sales arm of Everlight Electronics – a leading global Optoelectronics manufacturer of low and high Power VISIBLE LED's, SMD and Thru-Hole Lamps, Digital Displays, INFRARED Emitters, Optical Sensors, Fiber Optic and Optocoupler components. We provide solutions for various applications in the lighting, consumer, computing, automotive, telecommunication and industrial market segments. Everlight's rapid growth to become a top ten Optoelectronics supplier is the combined result of its well-engineered products, highly efficient manufacturing facilities and extensive global supply chain.

Everlight Americas, Inc. is looking for a hardworking Warehouse Associate to support our company's warehouse day to day operations. The ideal candidate will assist in performing various warehouse duties such as receiving and processing incoming products, picking and filling orders from stock, packing and shipping orders, assist with inventory and other.

POSITION ACCOUNTABILITIES

1. Receive and track shipments
2. Process receiving invoices and outgoing packing slips
3. Unpacking and processing inbound product
4. Pick customer orders accurately and prepare all orders for shipment
5. Counting product accurately
6. Checking inbound and outbound shipments against paperwork
7. Conduct quality control of product and outbound shipments
8. Maintain clean, neat, and orderly warehouse
9. Maintain stock on shelves in prescribed fashion
10. Data entry into software programs
11. Process E-Commerce Sample Shipments and receiving
12. Effectively communicate information and respond to questions from various levels within the organization
13. Interact with teammates to recommend process improvements that will benefit our customers and our businesses' efficiency and effectiveness
14. Conduct test inventories as needed
15. Meet deadlines
16. Other duties as assigned

WORKING CONDITIONS

Warehouse environment. Work involves frequent lifting up to 70 lbs., bending, stooping, reaching, and standing for 8 hours. Work under deadlines. Work overtime as needed and approved.

WORK HOURS & BENEFITS

This is a full-time (hourly, Non-exempt) position, Monday through Friday; 7:00 a.m. to 4:00 p.m. However for the first 90 days of training the working hours will be from 9:00 a.m. – 6:00 p.m. Occasional evening and weekend work may be required as job duties demand. Lunch break is 1 hour daily. Current Benefits offered: Medical, Dental and Vision insurance, Life insurance, Vacation, Sick and Personal time, Simple IRA, Short-Term and Long-Term Disability insurance.

(Working hours and benefits can change at any time by management and/or during renewal/open enrollment.)

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EXPERIENCE OR SPECIALIZED KNOWLEDGE

1. High School Diploma or General Education Degree (GED)
2. SAP knowledge is a plus
3. Understand and follow basic verbal and written instructions
4. Possess effective communication skills
5. Possess basic mathematical and computer skills
6. Time Management
7. Ability to prioritize
8. Detail oriented
9. Ability to work Independently & as a Team
10. Ability to problem solve
11. System proficiency, especially in Excel, and have the ability to learn in-depth internal software programs
12. Must have authorization to work in the United States as defined by the Immigration Reform and Control Act of 1986

This job description should not be considered all-inclusive. It is merely a guide of expected duties. The employee understands that the job description is neither complete, nor permanent and may be modified at any time. At the request of their supervisor, an employee may be asked to perform additional duties or take on additional responsibilities without notice.