



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: Inventory Control Associate

JOB SUMMARY

Assist with physical warehousing activities, ERP system transactional processes, and Excel data entry.

ESSENTIAL FUNCTIONS

- Works in a safe manner, adhering to all safety guidelines.
- Physically receive materials from various production departments, ensuring that the items are properly shelved in defined locations.
- Ensure that all items being shelved are properly marked with the identifying ERP item number.
- Assist with stocking/shelving purchase item receipts.
- Process job material issue transactions in the ERP system.
- Process job material receipt transactions in the ERP system.
- Other transactional processes assigned.
- Enter data into Excel spreadsheets.
- Label and organize inventory in the warehouse.
- Assist the Inventory Control Specialist and Receiving Lead in performing cycle counts as required.
- Assist with the organization of the MRB area.
- Must be a team player with the ability to take direction professionally
- Special projects as assigned.

POSITION QUALIFICATIONS

- Minimum of 2 years working in a warehouse environment, performing the duties noted in Essential functions.
- Must have both sit-down and upright forklift experience
- Requires an understanding of inventory control concepts such as location control, timeliness of transactions, and work-in-process material.
- Solid math skills required
- Ability to stand for long periods.
- Intermediate Excel skills required (basic formulas, pivot tables)
- Education requirements: High School Graduate, some college preferred.
- Must be attentive to detail
- Ability to lift up to 40lbs
- Fluent in English.

Pay Range: \$17.50-\$19/hr. Depending on Experience

LA Lighting provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.