



RODUCTION ASSEMBLY COMPLIANCE COORDINATOR

Responsible for ensuring all workorders has been issued, reviewed, scheduled, and build. Prepare, & print box labels, UL, ETL warning labels, correlation labels for all production lines making sure specifications and attributes such as size, resolution, information on the labels are printed correctly.

DUTIES & RESPONSIBILITIES INCLUDE BUT ARE NO LIMITED TO:

- Perform workorder entry making sure BOM is correct and if components are on BO make sure to ask inventory for options
- When closing workorders make sure to update changes and if there is a permanent changes must provide ITEM
- Double-check to ensure UL, correlation, warning label information are correct before mass printing.
- Coordinate with engineering & graphics department on label printing information making sure markings are UL compliance.
- Inform supervisors of any issues regarding print information to ensure prompt response to the problem.
- Communicate with all the assembly stations to ensure accuracy of all workorders being printed correctly.
- Adhere to all company policies; including but not limited to attendance, safety, and security and promote positive company culture and incentives
- Performs other miscellaneous task & duties as directed by supervisors.
- Maintains a clean organized warehouse area to facilitate workflow functions.

REQUIREMENTS AND ESSENTIAL SKILLS ARE, BUT NOT LIMITED TO:

- Must have ability to work in a fast-paced environment
- Ability to recognize incorrect components on workorders and communicate these issues with workorder entry for immediate correction
- Ability to schedule workorders accordingly to work volume.
- Ability to close workorder.
- Knowledge & able to pre-program drivers.
- Ability to handle difficult situations, work well under pressure and react quickly to unknown and changing circumstances.
- Ability to prioritize multiple workloads and ensure each is completed on time
- Ability to work independently and as a team.
- Computer knowledge, including but not limited to Microsoft office, Windows, Power Point, and Outlook experience.
- Willingness to adapt to the changing environment of swiftly growing and evolving company.
- Able to lift a minimum of 50 pounds.
- Able to perform job standing for at least 90% of the day.



RODUCTION ASSEMBLY COMPLIANCE COORDINATOR

Compensation:

Nora Lighting offers competitive pay and full benefits package that includes medical, dental, Vision insurance, Voluntary Life/AD&D and a 401(k) plan.

Nora Lighting is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, national origin, genetic information, creed, citizenship, disability, and protected veteran or marital status.

Nora Lighting is a Drug-Free Workplace – Employment is subject to passing a drug test