



PRODUCTION ORDER PULLER

This position will require you to push for a Positive Environment in which you will provide both direction and encouragement for the production team pullers. You will be the key element & the support of various areas of production. You will be responsible for handling work in progress from pulling components through each stages of production in the safest and most efficient manner; Every day you are expected to bring a positive mentality to the operations. This position requires lifting, using various pieces of warehouse equipment, understanding written instructions, ability to count and clearly communicate with others professionally.

DUTIES & RESPONSIBILITIES INCLUDE BUT ARE NO LIMITED TO:

- Make sure orders are being done accurately and efficiently.
- Verifies items & quantities are correctly pulled and if there is any issue must submit a copy to Production Supervisor to ensure prompt response to the problem.
- Scan EVERY item to avoid errors.
- Report damages or shortages of items to Supervisor
- Ensure all orders are picked in a timely manner
- Neatly and properly stage materials
- Always Maintain a clean warehouse. Every puller is responsible to keep each bin organized after pulling
- Properly and safely use warehouse equipment that are authorized to use to complete tasks. (cherry pickers, pallet jacks, ladders, dollies, etc....)
- Bring pulled materials to designated areas as instructed on the pick lists.
- All materials are to be pulled accurately, pullers are held accountable for accuracy
- Maintaining aisles 30,29,51,34 production components aisles.
- Maintain all warehouse equipment in good working order. Report any issues to a Supervisor or Manager immediately.
- Communicate with all the assembly stations to ensure accuracy of all workorders are being pulled.
- Operate production equipment as needed or requested
- Maintain equipment which include puller carts, tools assigned, tablets etc. any issues must report to Production Supervisor.
- Assigned to replace damage materials each assembly station will provide a damage form; make sure forms are correctly filled out and pulled, and that no person get material without a scrap form
- Transfer ALL materials regardless of situation to keep live inventory as accurate as possible
- Return overage back to location
- 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.

Requirement 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 when pulled and communicate these issues with workorder entry.
- Knowledge & able to use all production equipment such as Computer cable cutter machine, Tablet etc.
- 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.
- 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.

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.

We thank all candidates for applying, however only candidates selected for further consideration will be contacted.

Nora Lighting values the unique skills and experiences of each of our candidates; recognizing that each Nora Lighting associate may help turn our efforts into building a diverse and inclusive place to work, a reality.

Nora Lighting is a Drug-Free Workplace – All Qualified candidates are subject to drug testing

*******JOB DESCRIPTION SUBJECT TO CHANGE WITH OR WITHOUT NOTICE*******