



QC Assembly Clerk

The QC Assembly Clerk will be responsible for preparing, reviewing & printing all box labels, ETL, UL, warning labels, correlation labels for all QC Assembly lines. A high attention to detail is necessary to ensure accuracy with specifications and attributes such as size, resolution, all information on labels and that they are printed correctly. Must have a strong ability to multi-task with a sense of urgency to meet deadlines, can effectively work with others and be able to adapt to changes. Safety is always the top priority.

Duties and Responsibilities, include but are not limited to:

- Must verify work order information matches with the item number. To print master & individual box labels, instruction sheet, warning labels and correlation labels.
- Ensure UL, correlation, warning information labels are correct before mass printing.
- Coordinate with engineering & graphics department on Specs sheet, Installation Sheet & label printing information to make sure markings are UL compliance.
- Inform supervisors of any issues regarding print information to ensure prompt response to the problem.
- Communicate with Customer Service Team to ensure accuracy of all work orders are printed properly and order information is correct.
- Ability to close work orders, knowledge of printing box labels, instruction sheets & verify UL warning label information.
- A back-up for a Production Clerk, RGA Lead, Line Leads and Production Scheduler.
- Ability to handle difficult situations, work well under pressure, and react quickly to unknown and changing circumstances.
- Adhere to all company policies; including but not limited to attendance, safety, and security and promote positive company culture and incentives.
- Effectively assist and communicate with the team, all daily demands to be met, without compromising the integrity of the company.
- Provides additional backup support to team members as floater.
- Successfully conducts and completes all assigned training to team members and at the same time participates in continuous improvement training and training other employees.
- Communicates and assists department supervisors to identify issues and develop new approaches to solve problems.
- Performs other miscellaneous tasks & duties as necessary and directed by supervisors.
- Maintains a clean organized warehouse area to facilitate workflow functions.



Requirement and Essential Skills are but not limited to:

- Strong ability to work in a fast-paced environment.
- Ability to recognize incorrect components on workorders and communicate these issues with supervisors for immediate correction.
- Ability to train and coach new associates; modify approach as needed to connect with diverse associate base.
- Strong ability work, communicate and train other employees with a professional and positive attitude.
- Ability to schedule work orders according to work volume.
- Ability to close work orders timely and with accuracy
- Knowledge & know how 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 all duties standing for at least 85% of the day
- Ability to stand and/or sit in front of a PC for long periods of time
- Ability to stand and sit periodically and as needed to perform duties

Benefits and Compensation:

Nora Lighting offers competitive pay and full benefits package that includes medical, dental, Vision insurance and 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.

Employee Signature

Date

Manager Signature

Date