

WAREHOUSE ASSOCIATE – MODA LIGHT

MODA Light is an innovative architectural lighting company and is currently seeking a currently seeking a Warehouse Associate to assist with all aspects of Shipping, Receiving, Quality Control, Production, and Inventory Management.

Responsibilities:

- Prepare orders by processing requests; picking materials; packing boxes; labeling and processing shipment details.
- Meet shipping deadlines and receive shipments.
- Perform visual inspections and quality control testing of finished products.
- Assist with assembly/production and packaging of fixtures.
- Safeguard warehouse operations by establishing and monitoring security procedures and protocols.
- Maintain safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.
- Loading and unloading of goods and supplies and ensuring proper handling of the same.
- Ensuring the cleanliness and proper stocking of inventory in the work area.
- Maintaining quality in the warehouse and keeping track of all damaged inventory and reporting the same to the supervising authorities.
- Proper packing, labeling, and tagging of the inventory in the warehouse.
- Maintain quality service by following organization standards.
- Maintaining and servicing of warehouse equipment like forklift and ladders.
- Working in accordance with all safety regulations of the warehouse.
- Report inventory counts and quality control results.

Qualifications

- 2-3 years shipping/electrical distribution warehouse experience, general electrical knowledge preferred
- 2 Years NetSuite Experience, basic knowledge of computers and data entry skills are required.
- Basic knowledge of using and operating warehouse machinery and equipment.
- Should have the ability to work in a team.
- Must be able to lift up to 60 lbs.
- Forklift Certification

Education and Experience Requirements:

- High school degree, diploma, or a GED equivalent certificate from a certified institution.

Job Type:

- Full Time
- Must be available to work Monday-Friday, 7:30am - 4:00pm.
- Location: Las Vegas, Nevada

Benefits:

- Paid Holidays, Vacation and Sick time, following introductory period.
- Medical, Dental, and Vision coverage offered
- 401(k)

For immediate consideration, please email your resume, cover letter, and portfolio, to careers@modalight.com. Please note salary history on your cover page and your location in the subject line of your email.

About MODA Light: Based in Las Vegas, Nevada, MODA Light has asserted a global presence in the architectural lighting industry by providing high quality LED lighting solutions through our very own proprietary technology. Founded in 2006, MODA Light is continually recognized for product and technology innovation and as one of Inc. 5000's fastest growing privately-owned companies.