 **Position Description**

**Materials Lead or Supervisor**

**Job Summary:**

This person will be responsible for overseeing our parts cribs, warehouse and kitting operations.

**Key Responsibilities:**

* Lead / supervise our parts cribs, warehouse, kitting operations and employees.
* Organize multiple work orders based on the production schedule.
* Oversee the kitting of circuit card assemblies, electrical and mechanical assemblies from multiple inventory locations and ensure delivered to appropriate work centers.
* Provide excellent customer service to internal customers.
* Maintain inventory accuracy; conduct daily cycle counts.
* Work closely with Production and Engineering to solve bill of material problems.

**Required Qualifications:**

* High school diploma or equivalent.
* Prior experience overseeing a warehouse or as a senior material handler.
* Strong organization and interpersonal skills.
* Ability to multi-task and manage multiple priorities.
* Strong written and verbal communication skills, as well as the ability to present and influence views in a clear and compelling manner.
* Efficiently operate computer programs including Microsoft Office and experience with an ERP system.

**Preferred Qualifications:**

* Associates degree.
* Three years supervisory experience.

**Company Description:**
Micro Control Company is an industry leading manufacturer of electronic burn-in test systems for high power logic semiconductors. Our large test ovens are capital equipment for major semiconductor manufacturers.

Micro Control Company offers competitive wages and benefits including health; PTO; paid holidays; a matching 401(k) plan and a discretionary profit sharing bonus. Please e-mail a cover letter and resume to: mcchr@microcontrol.com to be considered for this position (using the job title for the subject).

Micro Control Company
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