



manufacturing partner
to innovators



Receiving Inspector

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| Company: | SMTC Corporation | Location: | Fremont, California |
| Department: | Shipping | Reports To: | Materials Manager |

Company Overview:

SMTC Corporation is the company behind the manufacture, performance and intelligence sophisticated electronic devices all over the world. We are a global Electronics Manufacturing Services (EMS) provider with more than two decades of experience working in partnership with Original Equipment Manufacturers (OEMs) in computer, industrial, communications, consumer and medical markets.

- **Our customers are the heart of our business.** We go to great lengths to build strong, synergistic relationships with our customers and business partners worldwide.
- **Our services, processes and capabilities deliver customer value.** SMTC provides global end-to-end solutions including design, new product introduction, manufacturing, supply chain management, and after-sales services for the whole product lifecycle.
- **Our people make it happen.** SMTC employees are responsive, results-oriented professionals with a track record for innovative, flexible solutions focused on customer needs. Our expertise in quality, technology and supply chain management offers customers a distinct competitive advantage.
- **Our business is global.** SMTC operates a global manufacturing network with operations in Canada, the United States, Mexico and a partnering relationship in China. For more information: www.smtc.com.

Position Overview: Responsibilities include all aspects of material handling - loading and unloading product from trucks, inspecting loads for appropriate signage and assisting Production as needed. Will also make deliveries.

Key Responsibilities:

- Must be able to make deliveries.
- Operates a Fork Lift in a safe and efficient manner.
- Loads and unloads product to and from trucks as directed.
- Inspects loads ensuring load integrity, appropriate signage, and other designated internal/external requirements.
- Understands FIFO and complies with resulting expectations concerning product flow within the complete process from dock to warehouse and must be able to move material efficiently and accurately.

- Performs Fork Lift PMs as directed.
- Has computer experience and demonstrated ability to be proficient in MS office, MES and SAP.
- Has strong attention to detail, organizational skills, a good attendance record, and demonstrates self-motivation.
- Willing to work OT and weekends as needed.

Required Qualifications and Experience:

- High School Diploma
- Solid work history.
- Must have a good driving record.
- Good oral communications.
- Understanding and following instructions.
- Problem solving.
- Dependable and responsible.
- Positive work attitude.
- Punctual.
- Ability to work in a team environment.
- Ability to adapt to a flexible work schedule.
- Ability to work without supervision.

APPLICATION PROCESS: All applicants interested in this career opportunity should send their cover letter and resume by corporatehr@smtc.com and quote the position title in the subject line.

Please note that only those applicants selected for an interview will be contacted directly.