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| **Expeditor** |
| **SemiDice, Inc.** |
| **Expeditor** job open with **SemiDice**! If you have office experience and the ability to multi-task, then this position is for you! |
| **Expeditor: Responsibilities** |
| * Ability to follow internal guidelines on transferring product from one department to another.
* Print out the daily booking and shipping reports in the morning and end of each business day.
* Maintain Excel worksheets for balancing increases and decreases & report accordingly.
* Email reports to management on daily basis.
* Produce and print out expediting reports on a weekly for all departments. Review and expedite purchase orders that are overdue while maintaining manufacturer delivery time updates on the computer system with the corresponding sales order.
* Documents and posts supplier responses and details to the Hi-Rel schedule on orders out of the Hi-Rel Division.
* Interfaces with suppliers regularly via phone and email to maintain the order statuses.
* Enters daily receipts from manufacturers with lot numbers for traceability.
* Write up wafer processing reports (known as HRPR reports) upon receipt of semiconductor wafers for new orders and orders that are scheduled out for some time.
* File sales orders in the open and closed file cabinets for all divisions. Bi-annual purging of files and refreshing of storage and file cabinets.
* Interface with lab personnel to get updates on sales orders.
* Interface with sales personnel for expediting purposes.
* Assist sales department personnel if time permits.
* Back up purchasing department for minor functions when required.
* Prepare and create contract numbers and folders for all new SDH sales orders.
* Keep Rel Schedule cleared out of closed items and re-assign known contract numbers to new line items of existing sales orders.
* Monitor daily receiving log and post the part numbers that arrive in for SDH orders and input data into the Hi Rel production schedule.
* Monitor scheduled parts that need to be transferred and follow through to its completion by checking worksheet Purchasing dept supplies.
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| **Expeditor: Qualifications** |
| * **Two years** office experience required.
* Expediting or purchasing experience **required.**
* Ability to enter data **rapidly and accurately.**
* Ability to **multi-task** and keep track of very detailed information with **minimal errors.**
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| **Why should you work for us?** |
| * **Group Medical Coverage – 100% Employer Paid (Employee + family)**
* **Life Insurance Policy – 100% Employer Paid**
* **VSP Vision Plan – 100% Employer Paid**
* **Paid Holidays**
* **Paid Vacation Time**
* **Paid Sick Time**
* **Credit Union**
* **FSA Cafeteria Plan**
* **401(k) Plan**
* **Supplemental Insurance Plans offered**
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| **About SemiDice, Inc.** |
| **SemiDice is the global leader in supplying wafer and bare die component to the semiconductor industry.** We have headquarters in Los Alamitos and sales offices in the United Kingdom. We continue our company growth both domestically and worldwide. We offer opportunities for advancement and our benefit package is unmatched.**CLICK THE APPLY LINK BELOW TO APPLY TODAY!** |
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