Kulite Semiconductor Products, Inc.

**Title:** Scheduling Coordinator  

**Location:** Leonia, NJ  

**Job Type:** Full-Time (Entry-Level)  

**Compensation Type:** Salary  

**Start Date:** ASAP

**Job Description:** Immediate opening for a Scheduling Coordinator to interact with Managers, Supervisors and Production Teams to ensure that orders are ready for due dates. Provide support between sales and production to make sure work flows properly. Handle any issues or missing data on work orders. Work with customers to coordinate in house schedules. Strong organizational skills, computer skills and clerical proficiency are a must as these skills will be needed to handle the secretarial aspects of the job. Use of scheduling software. Some experience is necessary. Bachelor’s Degree in Business or Communications.

**Application Instructions:**  
Please email resume and cover letter including salary requirements to [hr@kulite.com](mailto:hr@kulite.com)