Job Title: Manufacturing Associate II
FLSA Status: Non-Exempt
EEO Category: Technician
Management Level Position: ☐ **Yes** ☒ **No**
Reports to: Manufacturing Supervisor
Department or Division: Manufacturing
Job Description Effective Date: 11/01/2021

POSITION DESCRIPTION:

A Manufacturing Associate II produces standard and/or customer medical devices to meet customer and Quality requirements by following standard work instructions and company policies while manufacturing Argen products in a team environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Follows department SOPs and work instructions and adheres to customer and Argen standards for manufacturing products.
- Adheres to work instructions to properly operate and maintain equipment as needed.
- Visually inspects product quality & escalates issues.
- Identifies and recommends disposition of defective items for rework or scrap.
- Understands the product manufacturing process from initial steps through final inspection.
- Completes all documentation and training as required.
- Maintains a safe and clean work area, wears appropriate PPE, and adheres to safety standards.
- Cross trains in one or more areas of manufacturing.
- Other duties as assigned.

EXPERIENCE & QUALIFICATIONS:

- High school diploma or equivalent required.
- **One** plus years of experience working in a manufacturing environment required. **Two** plus years of experience preferred.
- Proficiency in **five** or more areas of Argen manufacturing.
- Ability to work in a team environment.
- Ability to follow instructions and readily accept additional responsibilities.
- Attention to detail and quality focused.
- Passionate about industry and desire to contribute where needed.
- Schedule adherence and dependability.
- Ability to meet tight deadlines and production goals.
- Ability to learn technical concepts by reading work instructions and standard operating procedures, and completing on-the-job training.
- Ability to follow detailed directions in a Good Manufacturing Practices (GMP) environment required.

• Knowledge of cGMP regulations ISO 13485, 21CFR Part 820, CMDR SOR/98-282, 93/42/EEC, RDC 16 2013, MHLW MO 169 and TG(MD)R Sch3 preferred.
Personal Protective Equipment Required ☒ Yes ☐ No **If Yes Describe:** Eye Protection

PHYSICAL REQUIREMENTS, ENVIRONMENT & WORKING CONDITIONS			
Description	**Regularly**	**Frequently**	**Occasionally**
Sitting	**X**		
Standing		**X**	
Walking		**X**	
Climbing/Balancing		**X**	
Reaching-with arms & hands	**X**		
Stooping/Kneeling/Crouching/Crawling			**X**
Talking	**X**		
Hearing	**X**		
Feeling/Touching	**X**		
Vision-Close, Peripheral, Depth, Ability to Adjust Focus	**X**		
Light to moderate lifting (50lbs or less)			**X**
Moderate to Heavy Lifting (more than 50lbs)			
Travel Required			

Environment & Working Conditions	Applicable
Loud noise level	X
Overtime	X
Working in a factory environment	X
Ability to work in a confined area	X
Ability to sit at a computer for an extended period of time	X
Exposure to airborne powder (non-toxic)	X
Work near moving mechanical parts	X
Ability to sit and work on one machine for an extended period of time	X
Ability to stand for an extended Period of Time	X

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. An employee may be directed to perform job-related tasks other than those specifically present in this description.

Change History

Version	Change Description
1	Initial Release
2	Header and Footer, removed signature line, JD effective date CO# 201