



MANUFACTURING POSITION

Title

Assembly Technician

Job Description

This position is responsible for the inspection, assembly, packaging and regulatory requirements of GENICON products in accordance to GENICON's standard operating procedures and work instructions. Assembly technicians shall perform the necessary cleaning and maintenance of the controlled environment room and all areas used for production on a continuous as well as a pre-determined schedule.

Major Duties and Responsibilities

1. All Assembly Technicians must receive appropriate training and continuously demonstrate their ability to perform the necessary tasks in accordance to GENICON operating procedures.
2. Perform repetitive tasks according to procedures in a controlled ("clean room" style) environment room (CER).
3. Have the physical ability to manipulate small components used during the assembly process.
4. Have the physical ability to detect small defects.
5. Perform cleaning operations necessary to maintain the CER.
6. Understand and complete all necessary paperwork used during assembly, packaging, inspection, or production related activities.
7. Enter data required into the company computer system, and retrieve reports as necessary.
8. Perform product testing and quality evaluations using product drawings, schematics, and test protocols.
9. Follow all safety procedures.

10. Maintain good personnel hygiene to maintain CER standards.

11. Perform other duties and responsibilities as required.

Principal Working Relationships:

1. Individual will work directly with other personnel to accomplish the major duties and responsibilities noted above.

2. Individual may work with others outside of operations in the achievement of company goals and objectives.

Required knowledge and abilities

1. Read, understand, and demonstrate skills outlined in Standard Operating Procedures and Work Instructions.

2. Effectively document and communicate daily activities.

3. Computer literate with proficiency in Word and Excel.

Job Requirements

1. Must be physically able to operate a variety of automated office machines including computers, copiers, printers, facsimile machines, and telephone, as well as production equipment such as ultrasonic welder, bag sealing machines, burst testers, glue dispensing, and fine assembly tools.

2. Must be able to work, move, carry, and lift objects or materials up to 75 pounds with assistance.

Minimum Education, Training, and/or Experience:

1. High School Diploma or equivalent.

2. Experience in the medical device industry or similar technology based industry is preferred.