



INTERNAL / EXTERNAL JOB POSTING

JOB TITLE: Assembly Technician – Full-Time
(3 positions Available)

WORK HOURS: 40 / week

FACILITY: Bozeman, MT

JOB CLASSIFICATION: Hourly/NE

DEPARTMENT: Assembly and Packaging

POSTING EXPIRES: 29-JUN-2017

SUMMARY OF JOB DESCRIPTION

The duties of the Assembly Technician are to assist in the assembly and packaging of biological indicators. All work must be performed using company Standard Operating Procedures (SOPs) following GMP and industry standards. This position requires effective communication and the ability to work as a team to meet biological indicator demand. The Assembly Technician duties are coordinated through the Assembly and Packaging Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Core duties and responsibilities include, but are not limited to, the following.

- Compliance with company ethics, code of conduct, policies, and best practices, with a commitment to safety in the workplace, valuing of diversity, and promotion of a harassment-free environment.
- Ability to respond to production concerns and timelines.
- Ability to follow SOPs.
- Ability to see small details.
- Interact cordially and effectively with coworkers.
- Exhibit excellent documentation practices.
- Initiate and assist in production of media.
- Operation of equipment such as autoclaves, sterilizers, and filling machines.
- Application of the Mesa Labs Quality Policy and actively monitor quality of outcomes in the performance of all assigned tasks.
- All General (GEN) procedures are to be read and understood.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The categories listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience:

- A high school diploma or GED; or one to three months related experience and/or training. Position does require focus, multitasking, initiative and team work.

Language Skills:

- Ability to read and comprehend documents such as safety rules, operating instructions, and procedural manuals.



Mathematical Skills:

- Basic math skills with an understanding of numbers expressed in scientific notation.
- Ability to use a handheld scientific calculator.

Reasoning Ability:

- Judgment and action skills required to solve commonly encountered problems.

Computer Skills:

- Basic computer skills are required.

Other Skills and Key Competencies:

- Interpersonal skills-Employees must focus on solving conflict, maintain confidentiality, interact respectfully with coworkers, and keep emotions under control.
- Quality-Employee must demonstrate accuracy and thoroughness, look for ways to improve and promote quality, apply feedback to improve performance and monitor own work to ensure quality.
- Teamwork is critical to perform the job duties successfully
- Multitask

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical demands:

While performing the duties of this job, the employee is regularly required to stand or sit for long periods of time. Tasks where repetitive motion is required are part of the BI manufacturing process. If reasonable, requests regarding ergonomic concerns will be considered. For individuals with disabilities, accommodations may be made to perform the essential functions. Occasional lifting up to 25 lbs. is required. Requires good eye hand coordination and must be able to see at close range for extended periods of time.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a high volume, high energy manufacturing facility that works to meet manufacturing deadlines. An enthusiastic, positive attitude is highly encouraged and conducive to a productive successful atmosphere. Common sense judgments and problem solving is desirable. Must be able to handle repetitious and tedious job functions. The noise level in the work environment is usually moderate.

Applicants interested in applying for this position can submit resumes to recruiting@mesalabs.com