Position Comments:       SHIFT: Swing 230PM to 11pm - The manager will assign work shift after training.

Job Description:

Under close supervision, performs simple machine operations. Works on assignments that are routine in nature where limited judgment is required. Normally receives detailed instructions on all work. Requires some production experience, simple oral and written communication skills, visual acuity, manual dexterity and successful completion of the company's on-the-job training.

Key Responsibilities

• Manufacture medical devices according to Federal QSR, ISO 9001, lot history records, manufacturing instructions, standard operating procedures and safety policies.

• Records information on lot history records and performs component accountabilities.

• Set-up and operates manufacturing equipment. Maintains their equipment in a clean and ready operation mode. Practices good housekeeping according to standard operating procedures. Follows the illness and injury prevention program.

• Performs line clearance as required before the start-up of any equipment.

• Records productivity data as required per BSC-SH process.

• Completes training records for self.

• Record data for process improvement projects.

• Provides ideas on continuous improvement and works with manufacturing supervision to implement ideas.

Quality System Requirements

In all actions, demonstrates a primary commitment to patient safety and product quality by maintaining compliance to the Quality Policy and all other documented quality processes and procedures.

For those individuals that supervise others, the following statements are applicable:

• Assures that appropriate resources (personnel, tools, etc.) are maintained in order to assure Quality System compliance and adherence to the BSC Quality Policy.

• Establishes and promotes a work environment that supports the Quality Policy and Quality System.

Management Requirements

• Not applicable.

Job Scope and Leveling Guidelines

Knowledge

Applies limited knowledge of business concepts, procedures and practices and a basic understanding of department fundamentals.

Cognitive Skills

Performs routine tasks working from detailed written or verbal instructions.

Supervision Received

Close supervision. Receives detailed instruction on all assignments and constant checking of work performance.

Consequence of Errors

Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.

Contacts

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

Position: Entry Level EDM position

List of Education/Experience/ Skills necessary to do the job: High school graduate. Some college.