



Job Title: Manufacturing Associate I
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 I produces standard and/or custom 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:
<ul style="list-style-type: none">• 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:
<ul style="list-style-type: none">• High school diploma or equivalent required.• One plus years of experience working in a manufacturing environment preferred.• 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.

Document Title: Argen Job Description Template
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Version: 2
Document Owner: Senior Director, Human Resources



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