



Job Description

Position: Reproductive Technology Assistant Lab Technician
Department: Reproductive Technology Manufacturing
Reports to: Reproductive Technology Laboratory Technician
Status: Hourly

POSITION SUMMARY:

Reproductive Technology Technician position will perform daily manufacturing operations for reproductive technology finished medical devices in a cleanroom environment in accordance with current Good Manufacturing Practices, ISO requirements, and foreign regulatory influences.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform duties in accordance with cGMPs, ISO requirements, foreign regulatory influences QSPs, and SOPs.
- Coats medical devices according to customer needs and production schedules.
- Ability to troubleshoot manufacturing and/or equipment issues.
- Perform CAPA, investigation, and nonconformance duties.
- Effectively perform work in accordance with the production schedule.
- Ensure proper and accurate documentation of manufacturing steps.
- Monitor cleanroom and production inventories.
- Maintain proper cleanroom gowning and handling techniques.
- Proper monitoring of environmental conditions in cleanrooms.
- Monitoring of equipment maintenance and calibration status
- Responsible for cleanup activities following production including proper disposal.
- Revision of controlled documents.
- Interface with customers, suppliers, auditors and agencies as necessary.
- Organize, file, and scan various documents.
- Complete training related to job duties.

QUALIFICATIONS AND REQUIREMENTS:

- Ability to operate in a cleanroom and laboratory environment
- Strong focus on safety and ability to operate safely
- Plan and schedule work duties
- Detail oriented
- Self-starter
- Ability to meet deadlines
- Experience partnering with vendors and customers
- Ability to read, interpret, and follow written procedures
- Excellent written and verbal communication skills
- Strong documentation skills
- Ability to navigate and use computer systems with ease