**Date Prepared: October 20, 2014**

**Job Title: Manufacturing Operator**

**Location: 888 E. Belvidere Road, Suite 212**

 **Grayslake, Illinois 60030**

**Status: Part Time to start. May become full time.**

**Position Summary:**

Responsibility for the routine manufacturing assembly and packaging activities required to assemble and package medical device products manufactured by Accumedix, Inc.

**Reporting Structure:**

Reports to Manager, Manufacturing Operations

**Direct Reports:**

N/A

**Major Responsibilities:**

* Perform required manufacturing activities such as basic hand assembly of components as defined in Accumedix procedures and Product DMRs.
* Operate basic manufacturing equipment such as heat sealers and hand held measuring instruments.
* Record manufacturing data on official records and perform basic mathematical calculations.
* Perform material movement and handling tasks as required to support the manufacturing operations.
* Comply with all applicable Accumedix procedures at all times to ensure compliance with regulatory standards.
* Perform special manufacturing related tasks and projects as directed by Accumedix management.
* Perform all tasks in a manner which assures employee safety and report any potential unsafe conditions to Accumedix management.
* Perform area and equipment cleaning tasks as directed by Accumedix procedures.

**Secondary Responsibilities:**

* Perform special tasks per request of the Manager, Manufacturing Operations
* Back-up label generation and receiving and inspection
* Back up Development of manufacturing documentation

**Experience:**

* A minimum of 2 years experience in the medical device industry desired.