



Job Title:	Manufacturing Associate	Job Code:	MTMFAS
Classification:	Operatives	Department:	Mfg
FLSA Status:	Non-Exempt	Location:	Manufacturing Floor
Hours:	Full-time – 40 Hrs/week	Reports to:	Manufacturing Manager
Rev Date:	15-Jan-2024		

Statement of the Job

The Manufacturing Associate works as part of a team having responsibility for assembling an entire product or component of a product and performs basic mechanical assembly of precision medical equipment using microscopes, variety of small hand tools, and soldering methods.

Essential Duties and Responsibilities

- Assemble and test electro/mechanical precision medical products using a variety of small hand tools, epoxies and glues, soldering, and crimping techniques.
- Set-up and operate a variety of hand-operated tools and electronic equipment to manufacture product specified on work orders using standard work instructions and Inspection procedures.
- Documents inspection results and enters data into the device's database and other computer collection systems.
- Follow written procedures, schematics, and blueprints with a high level of accuracy to ensure all products meet company and quality specifications.
- Maintains company-required performance and maintenance records for identified equipment.
- Performs preventive maintenance functions as directed.
- Ensure a clean and organized work environment at all times that meet or exceed company standards.
- Manage tasks related to multiple production duties, prioritize and respond to special assigned duties.
- Perform other work-related duties as requested, directed or assigned by management.

Education and Experience

- High School Diploma or equivalent
- Minimum of 1 year of experience assembling equipment in a manufacturing organization.
- IPC solder inspection certification is not required but is preferred.



Job Knowledge, Skills and Abilities

- Must be computer literate with knowledge of MS Office programs.
- Capable of working with small precision devices under a microscope.
- Ability to work with various epoxies and glues.
- Must be detail-oriented and pay close attention to accuracy.
- Ability to read drawings and follow work instructions.
- Ability to be a productive team player.
- Effective communication in writing and verbally as appropriate with Supervisors and Peers.
- Ability to confer with engineering, technical and/or manufacturing personnel.
- Familiarity with shop floor systems.
- Must be safety conscious.

Supervisory Responsibilities

- No Direct Reports

Physical Demands

- Must be able to lift up to 25 lbs. and to adhere to safety requirements including use of Personal Protective Equipment (PPE).
- Corrected normal vision and color vision are required.
- Use hands and fingers to handle and manipulate small parts with accuracy.

Work Environment

- Combination of Light Manufacturing and Office Environment
- Occasional exposure to elements such as odor, noise, dust, heat, cold or toxic or caustic chemicals