

Operations Specialist

Summary:

The Operation Specialist supports multiple activities for manufacturing including Pre-Packaging, Manufacturing Product and Final Device Assembly, Clean Room Packaging, Labeling and Boxing operations.

Responsibilities:

- Ensures that production schedules are consistently met to minimize backorder.
- Provides technical support for additional quality systems and functional areas as needed and/or assigned including, but not limited to Preventive/Unscheduled Maintenance and Calibration, Validation, Training, Research & Development, and Product/Process Development, Manufacturing and Quality Engineering groups.
- Performs all duties required for manufacturing product and final device assembly.
- Performs all duties required for pre-packaging, cleanroom packaging, labeling and boxing operations.
- Creates/writes work instructions and test reports.
- Understands the requirements of applicable work instructions and/or customer requirements.
- Performs in-process inspection such as qualitative and/or quantitative measurements required by the work instruction.
- Performs some administration functions as related to the manufacturing technician job function.
- Understands and completes documentation requirements using good documentation practices.
- Follows established safety requirements and adheres to Fenner Framework HSE Management System.
- Identifies and corrects defects / errors.
- Understanding of GMP/QSR requirements, following QMS documentation to complete job requirements.
- Performs other job related responsibilities as assigned.

Qualifications:

- 2 years prior experience in a regulated life science industry (e.g., Medical Device, Pharmaceutical) in one of the following functions: Quality Control or Manufacturing.
- Associate degree in Chemistry, Biochemistry or Chemical Engineering preferred
- Proficient written communication skills
- Hands-on experience with manufacturing equipment such as packaging sealers, suture attaching machines, clicker press, laser cutter, hot knife, ultrasonic welder, etc.
- Proficient knowledge of MS Office Suite.
- Requires use of personal vehicle to drive between company buildings when necessary
- Ability to work overtime and weekends as needed
- Understand related ISO and FDA regulatory guidance

Visit our [Careers](#) page to send in your resume and cover letter to apply for the above position.