

JOB DESCRIPTION

Name:	
Job Title:	Kit Production Technician
Reports to:	Production Manager
Location:	Camberley

Job Summary

The role of Kit Production Technician is a full time permanent position reporting to the Production Manager and responsible for participating in the production/assembly of all in-house Finished Goods products.

Main duties and responsibilities

- Work within a team under general guidance from Supervisor or Senior Technician to produce Finished Goods enabling continuous supply in accordance with the relevant production schedule. Includes dispensing, labelling and packaging of diagnostic kits. Ensure training records are kept up to date.
- Ensure strict adherence to all relevant work instructions, Quality procedures, H&S policies and GMP. Fully and accurately complete all production documentation.
- Assist with the completion of production support activities (glassware prep, sterilisation etc.) in a timely manner to enable production.
- Where required provide training and supervision to new or more junior staff in production.
- Assist in ensuring all production areas are kept in full working order, are safe, are organised, are clean and are adequately stocked with consumables.
- Any other reasonable tasks required by Kit Production Supervisor or Production Manager.

Qualifications and experience required

- Experience of working within an assembly environment, ideally in the medical device industry.
- An awareness of Quality System requirements including GMP
- Excellent attention to detail
- Good communication skills
- An optimistic and helpful attitude with a desire to getting tasks completed to schedule essential.
- Flexible both in time and attitude. Able to work well within a team to deliver on time.
- Shows pride in work and areas of responsibility
- Manual handling training plus awareness of safe dry ice handling.