

VACANCY

Job Title : KIT Production Technician (Part – Time)

Location: Camberley (Microgen)

Job Summary

Kit Production Technician reporting to the Team Leader and responsible for supporting and participating in the production/assembly of all in-house Finished Goods products. Working pattern totalling 22.5 hrs/week to be agreed.

Main duties and responsibilities

- Work within a team under general guidance from Team Leader 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 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.
- Actively initiate, support and participate in Quality, HS&E or process related continuous improvement initiatives.
- Any other reasonable tasks required by Kit Production Supervisor or Production Manager

Qualifications and experience required

- Excellent attention to detail and ability to follow written procedures
- 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
- Experience of working within an assembly environment, possibly in the medical device industry and an awareness of Quality System requirements including GMP may be beneficial.

Hours of Work	22.5 Hours Per Week
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For further information or to apply for this vacancy please e-mail Kay Campbell, HR kay.campbell@novacyt.com