

JOB DESCRIPTION

Job Title:	Kit Production Technician/Assistant
Reports to:	Head of Dispatch
Location:	Primerdesign Ltd, Southampton

Do you have a great eye for detail and a strong work ethic? Want to make a difference in current times? Do you want to play a part in helping to provide COVID-19 products across the world for research and diagnostic use and help in this current crisis? Find out below what we need from you.

Job Summary

Kit Production Technician reporting to the Head of Dispatch. You will be responsible for supporting and participating in the production/assembly of all in-house Finished Goods products. This role is on a temporary basis for approximately 8 weeks.

Main duties and responsibilities

- Work within a team under general guidance from Head of Dispatch or Dispatch Supervisor to produce Finished Goods enabling continuous supply in accordance with the relevant production schedule. Includes labelling, assembly, packaging and dispatch of RUO and diagnostic kits. Ensure training records are kept up to date.
- Assist with the on-time dispatch of packaged finished goods.
- 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 in a timely manner to enable production.
- Where required provide training 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 Head of Dispatch.

Desired qualifications and experience required

- Experience of working within an assembly environment.
- 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.

***Temporary contract for approximately 8 weeks.**

***Deadline for applying is the 27th March 2020.**