

Job Description

Title: Production Technician Cost Ctr: 501-000

Work Location: Addison, TX Position Status: Full-time Part-time

Division & Department: Operations

Position Reports to: Manager, Production

JOB SUMMARY

The Production Technician relies on knowledge of Specialty Material Production Processes and experience with Ink manufacture, and more specifically, Inorganic Chemistry to conduct large scale production of inks and phosphors. This job may require the participation in new product development and implementation reviews. In addition, knowledge in Phosphor Technologies, and the ability to work independently with little supervision is required.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Preparation of a wide variety of inks, including offset, flexographic, gravure, letterpress, in solvent, aqueous, and UV curable systems
- Manufacture/Preparation of phosphor and taggant materials
- Perform QC inspections of incoming raw materials
- Perform QC inspections of the ink and phosphor products
- Manage the retain samples storage for raw materials and finished goods
- Write and maintain quality documents to improve operational efficiency and ISO requirements
- Responsible for the inventory control processes of raw materials and manufacturing supplies
- Assist with the material handler functions as a part of shipping and receiving
- Adhere to ISO 9001 Requirements
- Assist with client & internal audits
- Clean and manage production areas
- Assist in requesting purchases for raw materials and operating supplies
- Participate in new product implementation reviews, where applicable, as defined within SOP-09
- Deliver completed orders to the warehouse for closing of work orders and ensure receipt into inventory.
- Maintain and promote continuous improvement of the company safety procedures and quality systems and ensure compliance with the appropriate regulatory bodies.

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KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- Education Requirements: B.S. Chemistry preferred but not required
- Experience: At least 2 years of exposure to laboratory/manufacturing environment
- Ability to work independently with minimal supervision, but also work well within a team.
- Ability to communicate clearly and effectively both orally and electronically with internal stakeholders.
- Ability to apply Materials Production Processes and Procedures.
- Knowledge and application of safety procedures, laboratory performance, standards, handling chemicals.
- Ability to manage time effectively and adapts quickly to changing priorities.
- Superior organizational skills.
- Ability to work under pressure.
- Detail oriented

SPECIAL REQUIREMENTS

- Approximately 5% domestic travel may be required

WORK REQUIREMENTS

The work environment characteristics are representative of those an employee encounters while performing the job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard lab environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet various deadlines.

Physical: Essential functions require sufficient physical ability and mobility to work in a lab setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.

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NOTIFICATION

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is “At-Will” and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.