

Job Description

Title: Production Technician Cost Ctr: 501

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

Division & Department: Supply Chain Planning & Production

Position Reports to: Sr Manager, S&OP

COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Teaming and collaboration
- Advancing science and technology - for a better world
- Dedicating ourselves to our clients' success
- Competing and winning in the marketplace

JOB SUMMARY

The Production Technician will support the operational requirements provided by the Sr Manager, S&OP, to conduct production within proper compliance of standard operating procedures and ISO requirements.

The person in this role will be responsible for performing a wide range of manufacturing tasks to build product assemblies and sub-assemblies, properly utilize and maintain production equipment, conduct cycle counts, and inspect outputs. They will rely on knowledge of material production processes and inorganic chemistry to conduct large scale production of inks and phosphors.

The Production Technician may be asked to do other Supply Chain Operational tasks to support Authentix customer requirements and business tasks.

Roles & Responsibilities:

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

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- Manufacture/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.
- Ensure cycle count tasks are completed on-time each month and perform root cause analysis for inventory count discrepancies as needed.
- Write, maintain, and comply with Standard Operating Procedures (SOP's) as it pertains to production processes.
- Assist in the identification of obsolete (and at-risk to become obsolete) materials, and support resolve through re-certification, re-use, or disposition.
- Ensure all incoming materials are stored properly per SDS requirements.
- Ensure cleanliness and organization daily and maintain cleaning logs on a daily, weekly, and monthly basis.
- Prepare concessions and ensure timely communication/resolve for production batches which are out of quality specification.
- Perform calibration of production equipment.
- Manage the retain samples storage for raw materials and finished goods.
- Responsible for the inventory control processes and purchase requisitions of raw materials, manufacturing supplies, and proper PPE equipment.
- Adhere to ISO 9001 Requirements.
- Comply with 5S procedures in production areas.
- Comply with documented Good Manufacturing Procedures (GMP's).
- Assist with client & internal audits.
- Participate in new product implementation reviews as needed.
- Deliver completed orders to the warehouse or logistics for closing of work orders and ensuring receipt into inventory or shipping requests.
- Maintain and promote continuous improvement of the company safety procedures and quality systems and ensure compliance with the appropriate regulatory bodies.

KNOWLEDGE, SKILLS AND ABILITIES [education, certification, experience, general skills]

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.

- Experience in Operations, Chemistry, or lab/production environment.
- Understanding of chemical handling or standard good manufacturing procedures.
- Self-starter, motivated and highly organized individual.
- Ability to manage time effectively and adapts quickly to changing priorities.
- Detail oriented and ability to work well under pressure.
- Ability to work independently with minimal supervision, but also work well within a team.
- Ability to communicate clearly and effectively with internal stakeholders.
- Computer skills including SAP and Microsoft Office (Excel, Outlook & Word) preferred.

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- Degree in Operations or Chemistry preferred.

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/manufacturing 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 production and warehouse 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.

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.