ASPEN RESEARCH CORPORATION
JOB DESCRIPTION

JOB CODE: A3005 **TITLE:** Compounding Technician I **DATE EVALUATED:** 04/26/12

DEPARTMENT 6015 **GRADE:** **FLSA**

APPROVED BY **APPROVED BY:**

PURPOSE:
Assists the daily setup, operation, and maintenance of production equipment and processes with supervision. Responsible for performing other task assigned by supervisory personal from time to time.

PRIMARY RESPONSIBILITIES:

Following ISO and safety manuals:

Assist Technician with the setup and verification of compounders, auxiliary equipment, feeders, and control equipment for the processing and development of materials.

Monitor processing equipment to produce materials to customer specification or for development.

Record processing conditions, material usage, changes in process, and other associated information associated with the process or development.

Perform QC as needed to verify process.

Handle materials for use in production. (Includes: receiving, storage, staging, and shipping)

Maintain a safe and clean facility in accordance with 6S and Lean principles.

Provide and maintain a respectful workplace environment.

Participate in continuous improvement of production process(s)

SECONDARY RESPONSIBILITIES:

Ensure work area is safe and productive.

Assist in the development of methods, equipment, and processes as needed to improve work environment and productivity.

Perform TPM and assist maintenance with other scheduled care of equipment.

DIRECTION OF OTHERS:

N/A

QUALIFICATION AND SKILL REQUIREMENTS:

- High school graduation or equivalent required. Some college preferred
- Ability to work alone and within a small group environment
- Ability to lift up to 50#
- Good ability to follow posted and verbal instructions with an attention to detail
- Fair to good mechanical aptitude
- Good communication skills

Employees Signature

Date