

# Role Template

- **Title:** Manufacturing Technical Associate
- **Reports to:** See FS Organization Chart for reporting structure.
- **Department:** Manufacturing
- **Division:** Forward Science

## Essential Capabilities

- Ability to work on multiple concurrent projects.
- Adherence to standard operating procedures with attention to detail and whole process flow
- Positive team-oriented problem-solving attitude always.

## Forward Science Core Values

- Succeeding in Your Role [3]
- **Solving Problems [3]**
- Taking Initiative [3]
- **Leading Yourself [3]**
- Overcoming Adversity [3]
- Leading Others [3]
- **Being a Team Player [3]**
- Engaging Customers [3]
- **Maintaining Ethical Behavior [3]**
- Improving Yourself [3]
- **Receiving Feedback [3]**

## Role Specific Core Values

- **Adherence to Quality Culture [3]**
- **Project Management [3]**

*\*Role Model Core Values are Bold*

## Time Management and Role Responsibilities

Perform incoming inspection, assist with manufacturing and kitting of all Forward Science products. (60% of time)

- Execute production line setup, maintenance, and fulfillment of the new product line per company Standard Operating Procedures (SOP) and Good Manufacturing Practices (GMP) guidelines.
- Ability to sit for extended periods and perform fine manual assembly work.
- Complete all documentation promptly and accurately.
- Ensure high attention to detail and product quality throughout production.
- Clean and maintain equipment and machinery regularly.

Assist with quality assurance and inventory management (30% of time)

- Support inventory management for high-volume products and components.
- Assist in purchasing and sourcing necessary components.
- Conduct incoming inspections for materials and product components.
- Engage in training and development opportunities as required.

Assist all planned and unplanned maintenance tasks and responsibilities throughout the FS property. (10% of time)

- Lead efforts to clean and organize equipment, workspaces, and common areas.
- Oversee warehouse and office cleanup.
- Handle receiving deliveries and restocking marketing materials, toiletries, and office products

## Job Summary

The Manufacturing Technical Associate will be responsible for ensuring the successful production and quality control of Forward Science products, with a focus on adhering to SOPs, GMP guidelines, and regulated environments. This role involves managing production, performing incoming inspections, and handling inventory, all while maintaining an organized and safe workspace. Successful candidates should have experience in regulated environments and demonstrate a commitment to high standards, attention to detail, and teamwork.

## Specific Responsibilities and Key Objectives:

- Maintain high attention to detail and follow instructions precisely.
- Demonstrate effective record-keeping and documentation.
- Execute manufacturing and assembly of products with a focus on quality.
- Troubleshoot issues with equipment and processes as they arise.
- Assist in all facets of production and inventory management, including purchasing.
- Lead efforts to maintain a clean, organized, and safe working environment.
- Ensure timely restocking and proper maintenance of tools and supplies.
- Ability to lift boxes and equipment and sit for extended periods.
- Perform other duties as assigned.

## Desired Education & Experience:

- 1+ years of experience in a regulated manufacturing or warehouse environment (ISO 9001, 13485, 29001, 17025, Part 820, Part 211, or equivalent).
- Experience in working with small components or in a clean room environment is preferred

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## Candidate Education & Experience:

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Manager Name: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_