

Operating Company: Integrated DNA Technologies (IDT)

Location: Coralville, Iowa, United States of America

Job Category: Manufacturing & Operations

Job ID: R1130078

Technician II (Formulation - HTS)

Employment Status: Non-Exempt

Location: Coralville

Group: High Throughput Services

Shift:

Sunday-Wednesday 8:30PM - 7:30AM

During COVID-19 Shift Divisions this position would be assigned a Mon Tues WedThurs Fri10:00 PM -5:50 AM shift

Purpose statement:

The Technician II (Formulation - HTS) position is responsible for handling products that fall outside of standard processing paths on an individual basis. This position will develop a plan and carry out necessary tasks to ensure the product meets customer expectations.

Job Specific Essential Functions:

- Makes independent decisions regarding a product's path based on individual attributes of the product and customer requirements
- Makes pass/fail determinations based on QC testing and customer requirements
- Documents procedures used for each product in custom software or by other controlled methods
- Identifies effectively, the need for documentation/process changes, process deviations, product non-conformances and other occurrences that can indicate the ineffectiveness of quality and/or manufacturing systems
- Creates work instructions, standard operating procedures (SOP) and oligo master records (OMR) that meet customer requirements
- Adheres to customer specifics (in a strict manner) as well as general work instructions and SOPs
- Performs training on new procedures
- Troubleshoots and corrects problems that may occur during daily operations
- Collaborates with members of team, as well as management, to ensure open communication and teamwork
- Initiates PCOs when necessary for process and instrument changes
- Programs, uses and maintains equipment used in the departmental tasks and processes
- Participates in the validation of equipment used and processes performed in the group
- Investigates customer complaints and obtains data for customer inquiries

- Participates in customer and regulatory audits, as needed
- Assists in utilizing metrics to monitor and communicate TAT and error rate to lab and upper management
- Adheres to all departmental protocols, rules, and safety regulations and understands the requirements of ISO 9001, ISO 13485 and ISO 14001
- Demonstrates behavior consistent with the Integrated DNA Technologies Core Values
- Performs other duties as assigned

Position Specific Essential Functions:

- Creates and validates Excel templates
- Completes GMP sign off when required
- Identifies and investigates problems and suggests possible production improvements and solutions
- Assists in defining processes for new and existing products
- Assists in the validation of equipment used and processes performed by the department

Education:

- Associate's (2 year) degree or comparable combination of education and experience required.
- Bachelor's (4 year) degree preferred.
- Science-related field preferred.

Experience:

- Proficiency in a variety of PC software programs with strong working knowledge of Microsoft Office (and an emphasis on Excel) required

Required Skills:

- Ability to fluctuate priorities throughout the workday required.
- Ability to make decisions based on information not found in SOP's required.
- Ability to balance project work with production duties required.

Other Job Qualifications

- Strong attention to detail
- Uses aids and SOPs and departmental knowledge to make decisions about the proper production path per product
- Ability to prioritize and organize workload to efficiently accomplish departmental goals
- Ability to work in a team environment as well as independently
- Ability to manage time and recognize responsibilities

Physical Requirements:

Exert 20-50 lbs. of force occasionally and/or 10-15 lbs. of force frequently

WHAT WE OFFER:

- Generous Paid Time Off Accruals
- 16 Hours PAID Volunteer Time Off
- 10 Paid Holidays
- Up to eight (8) weeks of 100% paid parental leave to eligible U.S. associates
- 401(k) with Company Match
- Medical, Dental, and Vision Insurance Options

Integrated DNA Technologies (IDT) conducts drug screens and background checks on applicants who accept employment offers.

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