



Corporate Office:
51 Technology Drive
Anderson, SC 29625
Phone: 864.328.0008
www.poly-med.com

Part A - General Position Information

Company: Poly-Med, Inc.	Department Name: Manufacturing	Job Title: Technician I
-----------------------------------	--	-----------------------------------

Part B - Position Summary

Description:

This is an entry-level position with minimal previous experience required. The role will assist in the key functions of a department related to the design, development, testing, and production of medical devices.

Scope:

Directly accountable to the technical staff and managers. Work closely in the design, development, processing and testing of polymeric components for medical device applications.

Ascension:

A Technician I may move up to the position of Technician II by demonstrating skills/characteristics such as 1) the ability to follow MIs and complete MIs with minimal errors, 2) the ability to perform tasks reliably after instruction (verbal or written), and 3) a sense of responsibility for assigned tasks.

Responsibilities:

1. Assists in all aspects of polymer production.
2. Assist in the performance of analytical testing per customer requests.
3. Assist in the performance of analytical testing of polymeric materials.
4. Assist in the mechanical testing of polymeric or related materials.
5. Assist in the processing of polymeric materials.
6. Assist in maintaining production equipment.
7. *Assist in the maintenance of the quality management system.
8. *Assist in the implementation and training of the quality program.
9. *Assist in the management of the document control system.
10. Type in-house memos, reports, and other materials as needed.
11. Compile information and prepare reports as requested.
12. Additional duties may be assigned by management.