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| **Title** | **Production Operator** |
| **Position reports to** | **Production Manager** |
| **Positions reporting to this one** | **N/A** |
| **Employment Type** | **Full-Time** |

# Summary of Role

The Production Operator is responsible for:

* Manufacturing of all products in Glass manufacturing as per training and production forms.
* High Quality of Products manufactured.
* Conducting work in a safe manner and demonstrating a strong commitment to SDI’s values of passion, accountability, respect, teamwork and innovation.

# Specific Responsibilities

* Contributes to the daily production activities in work centres.
* Ensures product quality requirements are maintained and ensures adherence to SOPS and policies.
* Ensures that all documentation is completed in full, in accordance with the cGMP.
* Ensures GMP standards and good housekeeping within the department is maintained at all times.
* Root causes and problem solves any assembly, manufacturing or product deficiencies.
* Contributes and proposes improvements to the on-going maintenance and repair of machines and equipment.
* Ensures that all targets and due dates are meet.
* Ensures that safe work conditions are maintained at all times.
* Ensures correct use of Personal Protective Equipment (PPE) at all times when required.

**Key Relationships (internal and external)**

* Production supervisor and Production manager
* Glass manufacturing team members
* Quality Control team
* Maintenance and Engineering team
* R&D team
* GI Capsulation and Composite manufacturing team
* Warehouse team

**Job Environment**

* The position is located at Bayswater
* Working hours: 10-day fortnight
* Local, interstate and international travel as required.

**Essential Qualification/ Experience**

* No formal qualification required.
* 2 years of work experience in pharmaceutical, Food or GMP compliant manufacturing field.
* Experience in batch manufacturing.

**Essential Skills, Knowledge and Attributes**

Personal Qualities

* A high degree of mechanical aptitude
* A high level of attention to detail
* Reliability – be punctual; maintain the required dress and behavioural codes.
* Operate as an effective and productive team member, have a sound work ethic and a positive can-do attitude.
* Good verbal communication skills- in all aspects of the job. This is especially relevant when root causing and reporting a fault or problem.
* A competent analytical mind to diagnose and rectify faults in most process, assembly, mechanical, electrical or hydraulic systems.
* Excellent team working, organisational and time management skills for meeting deadlines and minimising stress.
* High degree of initiative and innovation.
* Taking the initiative and being proactive in resolving issues.

**Knowledge and Skills**

* Strong relationship management skills
* Time management to achieve the daily plan.
* Attention to detail to follow the details on production forms and work instructions.

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| Employee Signature: |  | Date: |  |
| Manager Signature: |  | Date: |  |