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## JOB DESCRIPTION

POSITION TITLE: Manufacturing Operator  
DEPARTMENT: Operations  
POSITION REPORTS TO: Operations Manager  
FLSA: FULL-TIME NON-EXEMPT

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### POSITION PURPOSE

The Manufacturing Operator will be based out of the Collagen Solutions headquarters in Eden Prairie, MN and will manufacture products in the biomaterials industry. The role represents a key member of the operations team reporting to the Operations Manager. The Manufacturing Operator will work closely with other operations staff and various departments to support the growth of the business.

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### ESSENTIAL FUNCTIONS AND DUTIES

- Conduct/perform in process inspections to release product as authorized by direct supervisor.
- Follow appropriate policies, procedures, protocols, and complete necessary documentation, as guided.
- Under direct supervision, follow plans and ensure all tasks are performed on schedule.
- Perform all production related activities including:
  - Preparing solutions, cleaning, and treating biological tissue.
  - Packaging of tissue and/or final product.
  - Performing production processing steps, as trained.
  - Complete production documentation to the required standard, as trained.
  - Escalate any issues found during inspections and/or processing activities to supervisors and/or Operations Management in a timely manner.
  - Operate equipment as per the associated work instructions when required as part of processing steps.

### QUALIFICATIONS

- 2+ years' experience within medical device industry/environment required.
- Experience with animal tissue processing and/or transcatheter heart valve manufacturing preferred.
- Ability to lift 50 lbs. preferred.

### KNOWLEDGE & SKILLS

- Must be able to take direction, follow precise procedures and detailed instructions.
  - Excellent attention to detail.
  - Ability to sit in a chair or stand for the duration of your shift.
  - Can use small tools like a scalpel, scissors, and tweezers.
  - Highly motivated self-starter willing to work.
  - Ability to contribute to a continuous improvement culture in a positive, constructive manner.
  - Strong ability to communicate in English both written and spoken required.
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## INTENT AND FUNCTION OF JOB DESCRIPTIONS

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*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*

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