



23 Mill Brook Road
Saco, Maine 04072
Fax: 207-885-1079
www.mmqci.com

Production Technician I: Molecular Diagnostics Products

EMPLOYER: Maine Molecular Quality Controls, Inc. (MMQCI), located in Saco, Maine, designs, develops, manufactures, and sells unique quality control products used by hospital laboratories and manufacturers to monitor the accuracy of tests for genetic, oncologic, and infectious diseases. MMQCI has patented technologies to stabilize DNA and RNA for use as quality controls and continues to pursue the discovery of novel techniques useful for the development of new quality control products. We are a small, growing company and offer a relaxed but challenging work environment.

POSITION TITLE: **Production Technician I**

GENERAL SUMMARY:

The successful candidate will enjoy performing a variety of tasks at a fast pace. Production personnel support the manufacture of products for MMQCI customers in numerous ways including labeling of product tubes, bottle assembly and filling and kitting in an accurate and timely manner to maintain inventory. The successful candidate is comfortable in a clean room laboratory environment where gowning and aseptic technique are required. He or she enjoys being well-organized, performing detailed tasks and has sufficient laboratory dexterity and experience to accurately use micropipettes according to established written Quality System procedures. It is expected that the Production Technician I will rapidly develop sufficient expertise to function independently with minimal supervision.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Carefully assembles small tubes, bottles and caps using aseptic technique while working in a laminar flow cabinet. Full gowning including hair net, safety glasses, mask, gloves, booties and lab coat, is required for protection of the products.
- Stringently follows all MMQCI's protocols to protect product integrity, including repetitive cleaning of benches, and donning of gloves, booties, lab coats, facemasks and hairnets and other Personal Protective Equipment as appropriate.
- Accurately and efficiently aligns labels on small tubes, bottles and product kit boxes.
- Fills small tubes and bottles with MMQCI products with extreme accuracy while following written, detailed standard operating procedures (SOPs). Precise delivery of small volumes using micropettes repetitively is required to fill product vials. Ability to stand for several hours fully gowned is required.
- Kitting: quickly aligns labels on small kit boxes and places appropriate tubes or bottles in the kit box following written, detailed instructions, while maintaining appropriate product temperature.



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- Assists in scheduling product filling and kitting in a timely manner for optimal inventory control.
- Assists with training of new team members as needed.
- Performs support functions as needed including but not limited to autoclave of consumables, washing glassware, preparing buffers, inventory counts of supplies and products, and moving specified product to quarantine as needed.
- Documents all work with stringent accuracy in a timely manner by recording lot numbers, dates, number of products filled, labels printed, etc. on documents required by MMQCI's Quality System in accordance with current Good Manufacturing Practice (cGMP).
- Works with and troubleshoots (future) automated Production equipment including capper, labeler and liquid handler as automated equipment is added to MMQCI's processes. Provides valuable process improvement input based on general observations.
- Provides valuable process improvement input based on general observations.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. B.A. or B.S. in Biology/ Life Sciences, and work experience in a laboratory setting, or an A.S. degree and a minimum of 4 years of experience in laboratory production.
2. Familiarity with working with DNA- and RNA-based products is highly desired.
3. Knowledge of Aseptic techniques is highly preferred.
4. Ability to perform production procedures quickly but with stringent accuracy and attention to detail.
5. Good communication skills, written and oral, and at a minimum, good computer skills, including Excel.
6. Experience in a GMP or ISO quality system industrial environment is preferred.
7. Fine motor skills and manual dexterity in the laboratory is required. A brief test will be administered during the job interview.
8. Must be a nonsmoker due to product contamination prevention requirements.
9. Must have sufficiently accurate color vision to correctly identify various cap and text colors used for MMQCI products. A brief test will be administered during the job interview.



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10. Must be able to stand for several hours and lift approximately 30 lbs.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.

BENEFITS:

- Medical insurance
- Dental insurance
- Vacation
- Holidays
- Sick leave
- 401(k)
- Profit Sharing Plan

How to apply: by Email/ No Phone inquiries accepted

Email: HR@mmqci.com

A cover letter is required.

Contact Information:

Human Resources

Maine Molecular Quality Controls, Inc.

23 Mill Brook Road

Saco, Maine 04072

Email: HR@mmqci.com

LOCATION: MMQCI is conveniently located in beautiful southern coastal Maine, minutes from the Maine Turnpike, Portland International Jetport, and less than 2 hours from Boston. Close by are fabulous Portland restaurants, sandy beaches, and a plentiful supply of Maine lobsters! Many terrific outdoor activities are easily accessible including hiking, biking, kayaking, fishing, skiing and snowshoeing. We have a beautiful, state-of-the-art facility located in Saco, right next to the Eastern Trail. Come join us!