



gSource, LLC
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Job Description

Job Title: Laser Marking Technician
Job Summary: Produce high quality laser marking on products. Maintain and operate the laser marking equipment while maintaining safety, quality and efficient production processes.
Wage Category: LMT I, II, III
Department: Warehouse
Reporting to: Quality Manager
FLSA Status: Non-Exempt (Fair Labor Standards Act)

Responsibilities of essential functions include:

1. Set up laser machine, laser parameters and load files based upon defined settings to ensure all product/part markings conform to customer specifications and/or process prints by following company standard operating procedures
2. Measure any dimensions using proper equipment to confirm program is correct (i.e. caliper, optical comparator, gauging) and adjust as needed
3. Visually validate laser marking to ensure desired markings are achieved
4. Troubleshoot laser marking issues
5. Perform laser cleaning to keep equipment at peak operating performance
6. Receive all incoming goods and process the goods according to established procedures such as returned products, products for repair, commodity goods, etc.
7. Prioritize and organize jobs to ensure "on-time" order processing
8. Advise Manager of work status, workload, problems and progress related to orders
9. Perform alternate marking technique to laser marking (i.e. electro chemical etching)
10. Perform routine maintenance on machine/equipment as and when required
11. Monitor and maintain all production and associated laser marking equipment
12. Assist Marketing with trade show order processing tasks such as picking, checking, packing, receiving, inspecting, etc.
13. Adhere strictly to all CGMP, FDA, ISO and company procedures to ensure the quality and integrity of the products and safety of the workplace
14. Keep working area clean and organized

Responsibilities of non-essential functions include:

15. Recommend process improvements and work with management to implement changes
16. Maintain commitment to Quality Goals and Quality Policy
17. Complete jobs and tasks as assigned

18. Working Schedule: 8:30 am to 5:15 pm with 45 minute unpaid break

Employee: _____
Last Name First Name Initial

Nothing in this job description restricts management's right to assign or reassign responsibilities to this position at any time.

Signatures:

Employee

_____/_____/_____
mm dd yy

Manager/Supervisor

_____/_____/_____
mm dd yy