

Research and Development Technician

Job Summary:

We are looking for a highly motivated R&D Technician who wants to play a key role in supporting the team the development and analysis of product, materials, processes or equipment. The ideal candidate has strong R&D Technician experience and domain knowledge in heart failure physiology. We are a growing company with a team of highly dedicated professionals who are focused on creating a meaningful solution for patients with ADHF.

Job Responsibilities:

- Inspection (inspect parts, make Inspection Procedures/Documentation).
- Calibration (maintain calibration system and documentation for all current and new tools and equipment including correspondence with vendor).
- Temp/Humidity/CO2 Sensors (quantity of 3) in main lab, back room and chemical fridge: daily monitoring and monthly graphs.
- Inventory (Human and non-Human use and product parts and components; keep updated lists).
- Test fixtures (electrical and mechanical). Build various fixtures, as needed. Soldering and assembly tool use required.
- MSDS (keep updated logbook and monitor for any new chemicals; acquire Material Safety Data Sheets).
- Clinical Studies (pack equipment and supplies, make shipping lists, ship parts to clinical sights, rework tablet cases).
- Non-DVT Testing (various electrical and mechanical testing and documentation).
- Lab Supplies (keep electronic equipment, tools, mechanical and chemical cabinets organized and order supplies as necessary).
- Accessories (order implant support items, keep inventory organized).
- Perform various maintenance tasks (repairs, assembly, lights etc.)
- Test Oven monitoring, maintenance, testing and logs.
- Bag & Label "Not for Human" use Devices.
- Safety- Fire extinguisher maintenance, labeling of bottles, make sure flammables are in cabinet, make sure we are following the SOP.
- DVT Testing (Mechanical, Electrical, and Packaging).
- NCMR handling. Fill out forms and follow-up with the suppliers.
- Review inspection data from suppliers and fill in forms to allow release of parts for shipping.
- Sterile lot release. Review sterilization data and file.
- Load custom software on the tablet computers and serialize.
- Dunnage creation.
- Complete Cardionomic supplier forms for Approved Supplier list.
- Create work instructions for various internal manufacturing steps.
- Look for test/inspection equipment as requested by engineering staff.
- Seek out other ways to help engineering and clinical staff.
- If Office Manager needs assistance, help with various tasks:
 - Shipping (Fed-Ex)

- Courier (call for pick-ups)
- Pick-up/Drop-off: parts, supplies, tools, packages, etc.
- Receiving (log-in/distribute items received/paperwork)
- Purchasing (make purchase orders, correspond with vendors)
- Clinical Documents (files, make patient folders, review data)
- Create Vendor folders and file data pertaining to vendors
 - Parts Shipping Log