Cirtec Medical is looking for engineering students and recent graduates to fill **4 Quality and 3 Manufacturing Engineering internship positions**. The internship has the potential to last through the school year for current students and to transition into full time positions for recent graduates.

They do not have job descriptions specific to these internship positions, but to give you an idea of the type of work you might be doing, below you will find job descriptions for fulltime Quality Engineer and Manufacturing Engineer. These represent the type of work the interns would be assisting with and potentially the roles they would transition into. **YOU ARE NOT EXPECTED TO HAVE ALL OF THESE QUALIFICATIONS...THESE ARE JUST FOR YOUR INFORMATION.**

To apply, please send your resume to HR Manager, Joe Stark at: joe.stark@cirtecmed.com

Actively seeking to fill these positions, so apply immediately if interested.

---

**Quality Engineer**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Quality Engineer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Quality Assurance</td>
</tr>
</tbody>
</table>

**Summary:**

Provides QE support for Engineering and Production. Interact with customers and suppliers in support of engineering projects. Individual responsibilities to be assigned at the discretion of the Quality Manager.

**Responsibilities:**

**Projects:**
- Provide Quality Engineering support for engineering project development.
• Provide Quality Project Management support as needed for product transfers from development to validation.
• Validation System Owner responsible for the development and management of the validation master plan along with the validation determination.
• Develop and maintain Validation Standard Operating Procedures.
• Develop and maintain project Quality Plan for assigned projects.
• Develop protocols, perform statistical analyses, and write reports for validations and formal process development, which requires quality-engineering involvement such as DOEs.
• Support the development and implementation of IQ (Installation Qualification) and OQ (Operational Qualification) protocols to ensure compliance with the Quality System.

**Production:**
• Provide Quality Engineering support for manufacturing.
• CAPA (Corrective and Preventative Action) system owner responsible for the support of the corrective action system and procedures.
• Interact with customers and suppliers to resolve CAPA investigations and in support of manufacturing.
• Provide Quality Support for the disposition of material.
• Provide Quality Project Management Support as needed for product transfers from validation to production.
• Vendor approval and maintain and assess vendor performance data (i.e. SCAR/on time).

**General:**
• Review and document procedure changes for quality requirements and compliance with the quality system.
• Develop quality systems and procedures as needed.
• Audit support for third party audits, customer audits and internal audits.
• Support the implementation of continuous improvement initiatives for production processes.
• Develop and maintain production quality control plans.
• Initiate and maintain SPC (Statistical Process Control) for production processes.
• Provide initiative and support for FMECA (Failure Modes & Effects Criticality Analysis), and DOE (Design of Experiment as applicable.
• Comply with all work rules including those pertaining to safety, health, quality and Cirtec policies.
• Back up to Quality Systems Administrator.
• Perform other duties as necessary.

**Requirements:**

**Educational:**
• Bachelors of Science or equivalent, preferably in an engineering discipline.
• Minimum experience in medical/manufacturing environment: 2 years (BS) OR 4 years (AS) OR 7 years (ND).
• Must be fluent in use of computer systems for the analysis of data, specifically Microsoft Office.
• Must possess excellent verbal communication, organizational and management skills.

**Technical:**
• Training or equivalent experience in computer use and software-Microsoft Word, Excel, Power Point and Access.
• Must be able to implement quality programs, interpret the collected data, and present the data to management to drive continuous improvement.

**Training:**
• On-going job training as required to meet job requirements.

**Performance:**

• Interaction: Must be able to communicate well verbally and in writing with clients, as needed.
• Initiative: Must be able to function with minimum supervision.
• Leadership: Must be able to lead discussions and meetings with senior management staff.
• Analytical Problem Solving: Must be able to use a systematic approach to solve problems and make adjustments.
• Must be able to work in a team environment.
• Ability to interface and communicate with people effectively.

---

**Manufacturing Engineer**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Manufacturing Engineer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department:</strong></td>
<td>Engineering</td>
</tr>
</tbody>
</table>

**Summary:**

The Manufacturing Engineering position develops and implements robust cost-effective manufacturing processes and methods in accordance with product specifications and Class III medical device quality standards. This position recommends and implements improvements to sustained production processes, methods and controls; as well as coordinates the launch of new products into pilot production.

---

**Responsibilities:**

• Improves manufacturing processes, methods and controls for cost reduction, quality improvements and efficiency for both sustained and new products.
• Prepares engineering change orders and coordinates the deployment of changes including training operation team members.
• Improve manufacturing process instructions, product flow, assembly methods, space allocation, product quality and safety performance for both sustained and new products.
• Coordinates the manufacturing launch of new products including establishing yield targets, run rates, training needs and evaluating results.
• Develop, test and cost justify various tools and equipment recommended for manufacturing methods.
• Performs product and process analysis for cost reduction, quality improvement and improved efficiency.
• Utilizing tools associated with risk management (PFMEA/Hazard Analysis) to identify potential risks and the associated corrective actions.
• Supporting required equipment qualification/process validation.
- Troubleshoot processes when defects occur. Determine root cause and implement effective containment and countermeasures.
- Disposition non-conforming products and develop re-work procedures.
- Communicate with customers regarding process improvements and production changes.
- Represent manufacturing on cross functional teams.
- Participate in Kaizens and drive improvement efforts.
- Other duties as assigned.

Requirements:

Educational:
- Bachelor’s degree in Engineering or related field.
- Knowledge of manufacturing and assembly processes.
- Strong leadership skills
- Excellent verbal and written communication skills.
- Fluency in English.

Technical:
- Previous experience with Class III Medical devices, FDA standards, ISO 13485 and GMP principles preferred.
- Must be able to read blueprints and interpret technical specifications and illustrations.
- Association with supporting documents including, ECN’s, process deviation, non-conformances, stop shipment notifications and all associated quality related documents.
- Strong computer skills associated with MS Office suite, Minitab and SolidWorks a plus.
- Experience associated with continuous improvement activities, including participations and/or facilitating Kaizen events using lean manufacturing principles.
- The ability to understand a range of engineering functions and procedures.
- A practical and logical approach to problem solving using lean six sigma concepts.
- Interpersonal, presentation and communication skills.
- Team working and people management skills.
- The capacity to work well under pressure and take on new challenges.
- Organizational and time management skills.
- Project management skills and the ability to work to tight deadlines.
- An awareness of health and safety issues.
- Willingness to travel, if required.

Training:
- In-house on the job training as required to meet job requirements.
- Keep up with current industry technologies by attending training courses and conferences.

Performance:
- **Decision Making and Problem Solving**: Must be able to make clear and accurate decisions.
- **Analytical Problem Solving**: Must be able to use a systematic approach to solving problems by researching and evaluating alternative solutions.
- **Interaction**: Must be able to communicate well, both verbally and in writing, and work well in a team environment.
- **Initiative**: Able to function with minimum supervision
- **Versatility**: Able to respond to changing priorities with minimum disruption.
- **Leadership**: Must be able to lead discussions and meetings with customers and staff related to job role.