



COMPANY PROFILE

HELIX MEDICAL, LLC **Careers**

Helix Medical LLC is a dynamic, innovative, growth oriented Company specializing in the design, manufacturing, marketing and sales of silicone based medical and biotechnology devices and components. We are a global leader in the medical device industry with 20 years experience that is focused on silicone medical devices and components. We excel in custom device/component manufacturing for large Medical Device customers and also manufacture and market our own line of products for the Pharma/Biotech industries.

POSITION TITLE

Tool and Die Maker

Qualifications:

- High school diploma or GED with excellent background and understanding of Mathematics, Science, and Industrial Arts are required. Classroom training in tool designing and programming is preferred.
- Two or more years of tool and die experience using manually controlled machine tools, metal forming and other mechanical equipment is required. CNC and EDM hands-on experience is desirable.
- Two or more years of experience in providing tool repair, support, and maintenance to fast-paced manufacturing environment is required. Knowledge of rubber molding and extrusion process is a plus.
- Strong technical ability in reading and interpreting blueprints, drawings, and CAD files is required. BobCAD software, AutoCAD, 3D solid modeling, and GD&T training or certification is a plus.
- Familiarity with visual, precision, and computer controlled measuring devices or other applicable metrology equipment is required. Prior work experience in a clean room environment is preferred.
- Demonstrated ability to troubleshoot and resolve problems in an organized manner is required. Good computer skills to work on CAD/CAM technology are desirable.
- Must be mechanically inclined, exhibit a high degree of patience, pay close attention to detail, adapt to change easily, and possess a high level of motivation to complete tasks promptly.
- Ability to manage multiple projects with minimum supervision, establish priorities, and report job status in a timely manner required. Must possess excellent verbal and written communication skills, be familiar with word processing and spreadsheet software, and be team-oriented.
- Candidate must be willing to complete an apprenticeship program to become a tool and die journeyman.

Responsibilities:

- Safely operate, maintain, and upgrade machine shop equipment to include CNC equipment, conventional mills and lathes, surface grinders, drill presses, and AutoCAD; checking to ensure that the final product meets specifications per print.
- Provide technical assistance and support to the manufacturing floor, which includes repair and modification of existing tools, molds, dies and mandrels, guiding and holding devices to meet customer promised date.
- Design, build, and machine prototype molds, new production molds, extrusion dies and mandrels, cutting tools, pad printing, guiding, and holding fixtures to meet production requirements and work order requests as approved by the Engineering Manager
- Prioritize, track, and report the status of all jobs and work orders in a timely fashion. Keep mold maintenance logs, tooling inventory, and equipment maintenance records updated and current. Immediately report problems and job priority conflicts to the Engineering Manager.
- Work and clearly communicate with production operators, process technicians and maintenance personnel in resolving mold, fixture, tools, dies, and mandrel problems using systematic methods of troubleshooting, root cause analysis, and irreversible corrective action implementation and documentation.

- Develop, draw, and file part, mold, tool, or die prints for products that enhances profitability. Maintain AutoCAD, BobCAD, or other tool design software current and up to date. Communicate with Design and Tooling Engineers to complete assigned tasks.
- Assist in developing and executing validation protocols (IQ/OQ/PQ) for new tooling and fixtures of equipment and processes, as well as periodic re-validation of existing tools, dies, and fixtures.
- Support the creation, preparation, execution, revision, and maintenance of documentation necessary to complete shop work orders such as: FAIR, QCIC, SOP, MP, DCN, EO, BOM, and other work instructions per FNGP, FDA, KEMA, ISO, and external customer requirements.
- Utilize good verbal and written communication skills when reporting project status to management or project teams and during interface with both customers and suppliers.
- Support accurate and on-time response to customer RFQ's and new product flawless launch activities by actively participating in cross-functional team feasibility commitment efforts, design reviews, MRP-based manufacturing cost calculation, FMEA, and APQP process.
- Promote adherence to company policies and standards on safety, ergonomics, proper housekeeping (5S), and clean room GMP.

This job description is not intended to be all-inclusive and still takes into consideration routine tasks involved in the basic function. An employee may also perform other reasonable related business duties as assigned by immediate supervisor or management.

Please reference job code: **TOOL2008**

Submit your resume to:

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