



Nanophase Technologies Corporation

Job Title: Operations Intern
Department: Manufacturing
Status: Non-exempt
Date: February 2019

SUMMARY

Tends one or more reactors to produce nano-size particles to specification on a production basis by performing the following duties.

Essential Duties and Responsibilities:

- Observe and shadow Production Operators to learn how production equipment is used.
- Learns minimum performance standards as established.
- Maintains a clean and orderly work area.
- Performs other miscellaneous jobs as necessary.
- Helps to maintain reactor logbooks.
- Assists in completing batch records with training.
- Follows standard operating procedures (reads a series of SOPs to learn processes and practice them under supervision).
- Assists in reactor disassembly and reassemble when performing level 1, 2, or 3 cleaning or product changeover.
- Assist in simple maintenance duties to learn processes.
- Other duties may be assigned.
- Use of Microsoft Office products such as Outlook, Word and Excel.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information, in English, in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger; handle or feel; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually loud.