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Schedule - Position description

- 1.0 TITLE:** Stamper Laboratory Operator (CD & DVD)
- 2.0 REPORTS TO:** Production Co-Ordinator, Maintenance Engineer
- 2.1 JOB DESCRIPTION**

The prime responsibility of the Stamper Laboratory Operator is to operate the DMS glass mastering system, Technotrans galvanic plating systems and ancillary equipment for finishing, cleaning and recycling. This is a responsible position working in a factory environment. It requires an ability to understand and work within production procedures and to operate process machinery.

An enthusiastic approach to work is necessary together with a high energy level. The Stamper Laboratory Operator is required to speak, read and write fluently in English, be able to work under the pressure of deadlines and work flexible hours (afternoon & night shifts) during busy periods or as instructed by the Production Co-Ordinator.

Personal Attributes

- A “Can do approach” to the position
- Excellent attention to detail
- Excellent time management skills
- Numerically competent
- Good communication skills
- Excellent attendance
- Ability to work Night shifts



DVD/CD



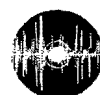
PRINTING



DESIGN



AUTHORING



MASTERING



CASSETTE



RECORDING



DISTRIBUTION



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3.0 RESPONSIBILITIES & AUTHORITIES

Ensure all tasks performed are performed in accordance with procedures documented in the Dex Quality System manual.

Stamper Laboratory Operator Duties

Process all jobs in the priority order specified daily from the stamper purchase orders.

Daily startup of galvanic and glass mastering system.

Mixing chemicals in relation to stamper production.

Operate equipment in accordance with operating instructions and training procedures.

Maintain accurate daily production records.

Daily chemical testing.

Assist moulding operators with stamper analysis and fault rectification on replicated discs.

Analysis of daily disc replication reports to identify any shift in stamper quality.

Daily treatment of waste water.

Punching & polishing of stampers.

Other Duties

CD & DVD Duplication including:

Operation of CD & DVD duplicators

Ink jet printing discs

Stock management of blank & printing consumables

Troubleshooting



DVD/CD



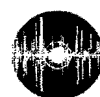
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General Duties

Stock take and ordering of lab consumables.

Assist with other production duties as requested by the Senior Prod Line Operator and Production Manager.

Cleaning - Maintaining the tidiness and cleanliness of the Stamper Lab and surrounding areas at all times including emptying of general rubbish bins, wet-vacuum of floors dusting & removal of spills & stains and maintaining general tidiness in the lab during and at the end of each shift.

Apply strict restriction in relation to company policy with email and internet and use of phone.

4.0 DELEGATION

Senior Mastering Engineer, Maintenance Engineer

5.0 QUALIFICATIONS AND EXPERIENCE



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