

Lab Supervisor

We are seeking a Lab Supervisor to join our manufacturing facility to operate and maintain various machines and to offer services to our clients. We have already set up a CNC Machining facility with multiple milling and cutting machines. MATTER Facility provides prototyping and pilot production facilities across all engineering domains.

Role: Lab Supervisor

Positions Available: 1

Employment type: Full time (Monday to Friday) 40 hours per week

Roles and Responsibilities

- Machine/ Lab Equipment Management (At SPIME-Prayashala, CNC Machining centre, Workshop)
 - Knowledge & Operation, troubleshooting, job order management, invoice generation
 - Machines/ equipment include:
 - **SPIME Lab:**
 - 4 FDM printer and 1 SLA printer
 - 6- axis collaborative robot (Doosan)
 - Vinyl cutter/ plotter
 - Electronic equipment (signal, function generators, oscilloscope, solder station etc.,)
 - Other power and hand tools
 - **CNC machining center:**
 - Laser cutter and engraver (Mehta)
 - CNC machining center (3-axis Mehta)
 - Materials storage (acrylic, fiber boards, plastic/ polymer boards)
 - **Workshop:**
 - Vertical machining machine (4- axis ACE Micromatic)
 - Vacuum thermoforming machine (Interpack)
 - Air jet mill (Emco- yet to be installed- paused due to renovation)
 - Welding, other machining and workshop tools, machines and equipment
- Inventory management
 - Tracking and purchase inventory (filaments, resins, IPA and other lab consumables)
- Current client management
 - Client visits and understanding their scope, requirements, expectations etc
- Vendor management
 - Contacting vendors/ suppliers for tertiary failure/ troubleshooting/ hardware replacement
- Hiring & HR
- Conducting interviews for machine operators/ trainees
- Training
 - Course material creation, program plan, maintaining training quality, evaluation
- Production (SOP) & QC; Delivery and Logistics



- Creating standard operating procedures, part delivery quality check; Packaging, dispatch (security pass), delivery (assembly)
- Infrastructure management
 - Maintaining lab needs/ requirements
 - i. Common facilities- Meeting rooms GM1, GM2; Washrooms
 - ii. SOFTWARE: Server/ Router connections, PC/ software etc.,
 - iii. HARDWARE: Power and access
- New Project Proposal Creation
 - Writing project proposal: plan (feasibility, content curation, budget)
- Maintains safe operations by adhering to safety procedures and regulations
- Ensure compliance to all safety procedures and prepare reports for all unsafe conditions in processes and ensure optimal use of all materials and equipment

Qualifications and Educational Background

- Diploma/ Degree in Mechanical/Instrumentation/Automobile/ Electronics engineering
- Non-engineering backgrounds are also acceptable based on the experience in manufacturing machines workshop responsibilities

Experience

8+ years Relevant industry experience in Manufacturing Machines Operations