



GARY SHARP

I N N O V A T I O N S

Job Title: *Apprentice Optical Technician (part-time)*

Reporting to: Senior Optical Technician

Effective: Immediately

Job Summary:

As Apprentice Optical Technician, you will be responsible for building and shipping optical components and assemblies at Gary Sharp Innovations. This position is a great opportunity to learn the procedures and skills involved in optical assembly and inspection.

Work Environment:

Gary Sharp Innovations is a small, fast growing Optical Technology company with a quiet and collegial team. The Company focuses on high performance optical components, manufactured in a clean room environment with high attention to material and process control. Employees must be comfortable working independently, adapting to change and pursuing the details that help improve quality.

Primary Responsibilities:

- *Procedures:* Follow manufacturing practices, work instructions and procedures
- *Housekeeping:* Maintain a clean, organized, and safe work environment
- *Fulfilment:* Complete work orders and build plans to fulfil Customer Orders
- *Learning:* Cross train on a wide variety of optical equipment and processes
- *Reporting:* Complete supporting manufacturing and quality reports

Must Have Skills/Abilities:

- *Hands on Skills:* Excellent visual acuity and manual dexterity
- *Equipment:* Willing to learn and operate a wide variety of automation equipment.
- *Management:* Well organized and disciplined in following procedures.
- *Communication:* Able to receive training and instruction, communicate status and request help when needed. Follows required production record keeping.
- *Computer:* Email, Calendar, Excel



Education and Experience:

- High School Diploma, Associates Degree OR equivalent
- Some experience in precision assembly preferred

Compensation and Benefits:

- Competitive compensation