

## **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 of equipment below:
    - **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, fibre 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
  - Job order management, invoice generation
- Vendor management
  - Contacting vendors/ suppliers for tertiary failure/ troubleshooting/ hardware replacement
- Hiring & HR
- Conducting interviews for machine operators/ trainees



- 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**

- 10-15 years Relevant industry experience in Manufacturing Machines Operations

CV'S to be sent: Email Id: [hr.sid@iisc.ac.in](mailto:hr.sid@iisc.ac.in)