

Applicants are required to appear for **Virtual Interview** with prior intimation to hr@kiht.in before **23rd February 2026**. Kindly send your profile with educational certificates, pay-slips for the recent three months, experience certificates and other documents. Shortlisted Applicants will be intimated over email with interview dates (**04.03.2026, 05.03.2026, 06.03.2026 and 07.03.2026**) along with the virtual link on or before **2nd March 2026**.

Assistant- I SAT

Terms of Reference:

1. Support daily production scheduling and coordination with shop floor teams.
2. Track raw material availability and maintain inventory records.
3. Assist in preparation of purchase requisitions and follow-up with vendors.
4. Maintain production logs, dispatch records, and inward/outward registers.
5. Coordinate with design, quality, and procurement teams for smooth workflow.
6. Monitor machine utilization data and assist in basic reporting.
7. Support documentation for ISO 13485 and regulatory compliance.
8. Assist during audits, inspections, and client visits.
9. Ensure proper filing of work orders, BOMs, and production documents.
10. Help implement basic lean practices and process discipline on the floor.

Eligibility:

1. **Minimum Qualification:**

ITI / Diploma / 10+2 / B.Sc. / B.Tech

Years of Experience:

0 to 2 years of experience in assembly or production operations;.

2. **Technical Skill Set:**

- Understanding of operations processes and basic production tools
- Ability to follow SOPs, work instructions, and quality checklists
- Familiarity with cleanroom practices is an advantage

3. **Domain Experience:**

Prior exposure to manufacturing of medical devices, disposables, or pharmaceutical/healthcare products is desirable.

4. **Age Limit:** Preferably below 40 years.

5. Basic working knowledge of computers for data entry, production logs, and reporting (Excel/ERP exposure is an advantage).

6. **Communication Skills:** Ability to understand and follow instructions; basic oral and written communication in English (local language proficiency is a plus).

7. **Behavioral & Professional Skills:**

- Team spirit and discipline
- Attention to detail and quality orientation
- Ability to work under production targets and timelines
- Willingness to learn and adapt to new processes

8. **Work Flexibility:**

Willingness to work in shifts, extended hours, or flexible schedules based on production requirements.

9. **Physical & Operational Readiness:**

Ability to stand for extended periods, perform repetitive tasks with precision, and handle delicate components.

10. **Willingness to Travel:**

Willingness to travel for training, audits, if required.