

## PRODUCTION ASSISTANT (M/F)

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### ABOUT 3D SYSTEMS LEUVEN

3D Systems Leuven, formerly LayerWise, is a dynamic and leading enterprise, specialized in 3D Printing of metal components. 3D Systems Leuven is not only a technology developer but also a technology user. This makes us a strong innovation partner for clients in the industrial, medical and dental sector.

With this technology, we build up material in layers using a high intensity laser until it becomes a solid product. Unlike conventional production techniques, this one does not render any material loss, nor does it require any tooling. It does however, enable the designers to manufacture very complex geometries which are not producible using the traditional techniques.

### JOB DESCRIPTION

As production assistant you are part of a dynamic production team. You will take responsibilities in tasks covering the complete range of the production process. You provide support in 3D metal printing machine file preparation by performing routine tasks. You prepare the paperwork for supply chain activities and follow up supply chain activities for production material. You act as backup for the production planner.

### RESPONSIBILITIES

- In cooperation with planning you prepare machine files for 3D metal printing equipment.
- In cooperation with the production supervisor and planner you administer the allocation of people to operations.
- You perform close follow up of all work in progress at the supplier's base.
- You react quickly if delays in supplier shipments are observed and communicate this to planning and production.
- You help in solving supply issues and report overall supplier performance.
- You analyze historical data and initiate improvement activities.
- You support production activities where required.
- You are responsible for archiving of Device History Record (DHR) documentation
- You report to the director of manufacturing.

### PROFILE

- Bachelor administration or equivalent through experience
- Excellent knowledge of the English language, both in writing and speaking
- Knowledge of French language both in writing and speaking is a plus
- Good technical knowledge of office software programs (spreadsheets – databases – word processing - pivot tables)
- A natural and punctual multitasker
- A team worker with good interpersonal skills
- Natural interest in 3D printing

### WE OFFER

- A challenging job in a young and dynamic team
- A competitive salary and additional non-statutory benefits
- Career opportunities in a global company with exponential growth.

### INTERESTED?

Please send your resume and motivation mail in English to:

Blocquiaux, Lore, European Recruiter

[lore.blocquiaux@3dsystems.com](mailto:lore.blocquiaux@3dsystems.com)