JOB DESCRIPTION FORM

GENERAL INFORMATION

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<th>Start Date:</th>
<th>Immediate</th>
<th>Job Title:</th>
<th>Operations Intern</th>
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| Location: 539 Phalen Boulevard, St. Paul, MN 55130, U.S.A. |

| Wage: Hourly | Type of position: Part-Time | Hours: 20-30 Hours/week between the hours of 8:00 a.m. to 5:30 p.m. |

ESSENTIAL JOB DUTIES

The Operations Intern will assist in the following tasks and responsibilities:

Inventory Control:
1. Responsible for the accuracy of inventory in QuickBooks, also provides inventory reports to sales department in order to help move goods that are close to expiration or per Management.

Label Product:
1. According to approved procedure, confirming LOT, QTY, and SIZE from DHR; Foreign Matter, Production I.D. Label vs. Printed Product Label. Packaging according to procedure, insertion of Instructions for Use and the audit and seal of the devices, while signing on the DHR.
2. All InSitu incoming devices and manufactured goods from production based on customer requirements.
3. All O.E.M. goods that require labeling prior to shipment based on customer requirements.

Processing of Finished (O.E.M.):
1. Counts, verifies against purchase order, inspect, and accurately detail information on incoming inspection form.
2. Place items into inventory, or pull for open orders, verifying shelf-life is acceptable based on feedback from the Sales Representative/Sales Manager or customer information worksheets.
3. Attend the Sales Order meeting to communicate with the team the status of orders.

Shipping of Goods:
1. Package, count, verify against sales order, invoice and customer information worksheet the outgoing InSitu Technologies shipments.
2. Seal boxes, weigh, and record information on sales order/sterilization certificate and create shipping invoices per customer requirements.
3. Give shipping quotes for sales orders as requested.

EXPERIENCE REQUIREMENTS

- Leadership skills and attention to detail are very crucial to performing this job
- Able to operate Microsoft Office programs (Word, Excel, and Access Database)
- Excellent communication skills (written and oral)
- Ability to walk up and down stairs carrying packages, push or carry 30 pounds or more.

EDUCATION REQUIREMENTS

Bachelors/Associates Degree or equivalent

CONTACT INFORMATION

| Employer: InSitu Technologies®, Inc. |
| Name: Ms. Sama Ali |
| Email: sama.a@insitu-tech.com |
| Website: www.insitu-tech.com |
| Phone: 6513891017 |

Application Submission: Submit your resume via email