

Manufacturing Technician - Equipment Prep

Req ID: 1365
Full Time
Mt. Laurel, NJ

Job Title

Manufacturing Technician – Equipment Prep

FLSA Status

Non-exempt

Summary

The Manufacturing Technician-Equipment Prep is responsible the set-up, cleaning and packaging of materials and equipment that will be used for batch production, while following appropriate procedures in a clean and safe work environment meeting all cGMP, FDA, DEA, OSHA and other applicable regulations. This individual will work with other Equipment Prep Manufacturing Technicians under the direct supervision of the Manufacturing Manager.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Practice current Good Manufacturing Practices (cGMP) and Good Documentation Practices (GDocP) at all times
- Work on basic to routine assignments following established Standard Operating Procedures (SOPs), Master Batch Records and current Good Manufacturing Practices (cGMPs)
- Report to Manufacturing Manager on a regular basis online performance and reports any issues that need to be resolved
- Prepare equipment and components for sterilization
- Properly operate processing equipment including autoclaves, ovens, dishwashers, and vial washers and document use in relevant logbook in accordance with GDocP
- Clean (manually and clean-in-place) and assemble glassware and equipment for production
- Perform clean-in-place and sterilization-in-place of tanks
- Coordinate with Supply Chain Technicians to ensure in-stock conditions of all consumables and manufacturing materials
- Refills supplies when necessary
- Complete and maintain documentation related to assigned work, including logbooks, batch records, etc.
- Properly use all equipment in the lab that is necessary for task

- Report all unusual, non-routine occurrences when performing tasks (NOE report)
- Ensure training is up-to-date and assist in training other technicians
- Demonstrate, at all times, safe work habits and maintain a safe work environment

Required Education and Experience

- High school diploma or general education degree (GED)
- Compounding and/or laboratory experience preferred but not required
- Must develop knowledge of 21 CFR Part 210 and 211 for cGMP operations
- Receives general instructions on routine work and detailed instructions on new assignments
- Follows written Standard Operating Procedures (SOPs) and Master Batch Records; must be able to take variant action only with approval of department management
- Independent action and initiative in resolving issues
- Demonstrates strong safety orientation, with strict adherence to established safety practices and standards
- Takes independent action and initiative in resolving issues\
- Demonstrates good verbal, written, and interpersonal communication skills
- Must be able to stand for an 8 to 10-hour period
- Must exhibit punctuality and low absenteeism
- Must be able to change into gowns and work attire as required for the task
- Occasionally lift up to 50 lbs., routinely lifts up to 25 lbs.

Competencies

- Communication Skills
- Detail Oriented
- Organizational Skills
- Technical Capacity
- Thoroughness

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates primarily in a controlled laboratory environment. This position requires the use of standard office equipment, and frequent standing and walking.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- May need to lift up to 50 pounds on occasion, routinely lifts up to 25 pounds
- This position is moderately active and requires standing and walking for a majority of the shift
- Able to sit and/or stand 8-10 hours or more per day as needed

Position Type and Expected Hours of Work

This is a full-time position. Because of the nature of the business, work schedules may vary at times.

Travel

No travel is expected for this position.

Disclaimer

The above job description is intended to describe the general nature and level of work being performed by employees assigned to this job. It is not designed to capture or illustrate a comprehensive list of all responsibilities, duties, and skills required of employees assigned to this job.

AAP/EEO Statement

Stokes Healthcare is an Equal Employment Opportunity and Affirmative Action Employer.