

## **Manufacturing Technician - Non-Sterile**

Worker Category – Full Time

### **FLSA Status**

Non-exempt

### **Summary**

This position requires an individual who can work within a cGMP environment in collaboration with other Manufacturing Technicians and under the direct supervision of the Manufacturing Manager. The successful candidate must be focused on achieving individual and team productivity goals while maintaining a high level of precision and quality.

**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
- Responsible for weighing, mixing, manufacturing, and packaging products in accordance with cGMP processes, following SOP's, and providing accurate documentation in production batch records
- Ensure daily operations run efficiently to maintain anticipated production output and maintain product quality for patient safety
- Complete batch documentation in accordance with GDocP
- Participate in equipment preparation for batch manufacturing, when applicable
- Maintain equipment maintenance logbooks for designated equipment
- Properly use all equipment (i.e. pH meters, balances, peristaltic pumps, tablet presses etc.) involved in non-sterile manufacturing
- Report all unusual, non-routine occurrences when performing tasks (NOE report)
- Assist in the development of Standard Operating Procedures (SOP) and other relevant cGMP documentation related to staging processes
- Abide by all company gowning requirements as well as operational requirements
- Ensure training is up-to-date and assist in training technicians
- Attend training classes, workshops, meetings, etc., as required to improve job skills and product related procedures
- Work in collaboration with other members of the manufacturing team and other departments such as quality and facility maintenance to achieve company goals
- Effectively demonstrate time management during batch processes (e.g. shift change over during batch preparation)
- Ability to troubleshoot critical manufacturing processes with appropriate communication and documentation (e.g. batch records, logbooks, and other related documentation)
- Perform cleaning and maintenance of environmentally controlled areas
- Coordinate with Supply Chain Technicians to ensure in-stock conditions on all manufacturing materials
- Demonstrates, at all times, safe work habits and maintains a safe work environment
- May participate in other Manufacturing Operations as needed

## **Required Education and Experience**

- Minimum high school diploma or general education degree (GED)
- Experience working in manufacturing is preferred
- Must develop knowledge of 21 CFR Part 210 and 211 for cGMP operations
- Must be capable of working with both small and large machinery
- Must be capable of wearing all protective gear (gown, hair bonnet, mask, beard cover, gloves, goggles) and maintain good personal hygiene (makeup, jewelry, and other cosmetics are prohibited from the production areas)
- Must possess strong verbal, written, and oral communication skills
- Must be able to work independently and with a team
- Must possess problem-solving skills
- Ability to recognize priorities and actively make productive use of time to build operational efficiencies
- Must exhibit punctuality and low absenteeism
- Able to sit and/or stand 8-10 hours or more per day as needed
- May need to lift up to twenty-five (25) pounds on occasion

## **Competencies**

- Communication
- Organizational Skills
- Problem Solving/Analysis
- Results Driven
- Technical Capacity
- Detail Oriented

## **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.

- Able to sit and/or stand 8-10 hours or more per day as needed
- May need to lift up to 25 pounds on occasion

## **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.