

Manufacturing Technician – Staging

FLSA Status

Non-exempt

Summary

This position requires an individual who can work within a cGMP environment in collaboration with other Manufacturing Technicians 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
- Ensure daily operations are run efficiently to maintain anticipated production output and maintain product quality
- Perform ancillary activities, such as weighing raw materials, in a timely manner to ensure batch manufacturing is performed per schedule
- Participate in equipment preparation for batch manufacturing, when applicable
- Complete batch documentation in accordance with GDocP
- Assist in the development of Standard Operating Procedures (SOP) and other relevant cGMP documentation related to staging processes
- Assist in qualification/validation protocols for processes and equipment, when applicable
- Maintain room/equipment logbooks for department and ensures the work area is maintained in a neat/orderly fashion
- Ability to troubleshoot critical manufacturing processes with appropriate communication and documentation (i.e., batch records, logbooks, and other related documentation)
- 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
- Abide by all company gowning requirements as well as operational requirements
- Perform required cleaning and maintenance of environmentally controlled areas
- Calibrate scales, electronic meters, etc., and document the activities in the appropriate logbook
- 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 wearing all personal 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 be able to perform aseptic gowning and related procedures
- Must be capable of working with small and large pieces of machinery

- Must possess strong verbal, written, and oral communication skills; must be able to work independently or with a team; must possess problem-solving skills
- Recognizes priorities and actively makes 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 if needed
- Occasionally lift up to 50 lbs., routinely lifts up to 25 lbs.

Competencies

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

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
- Occasionally lift up to 50 lbs., routinely lift up to 25 lbs.

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.