

# Job Description & Person Profile



## Production Assistant

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**Department:** Production

**Reporting to:** Senior Production Technicians

**Senior Manager:** Head of Operations

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### Job Purpose:

To assist and provide support to the Senior Production Technicians, Checking Technicians and Production Technicians in the daily running of the Production department.

### Job Specific Responsibilities:

- Minimising the potential for cross contamination of products by maintaining levels of cleanliness of clean rooms, dedicated glassware and equipment.
- Ensuring that adequate supplies of clean, dedicated glassware, equipment and raw materials and consumables are available to allow efficient and effective production within the manufacturing areas.
- Preparing cleaning solutions ready for the relevant clean down.
- Assisting the Production Technicians in the set up and packing of products and the clean down of work areas.
- Removing waste from the manufacturing areas for disposal.
- Maintaining sufficient stocks of disposable Personal Protective Equipment (PPE) within the changing areas for manufacturing personnel.
- Ensuring that supplies of clean room clothing are processed correctly.
- Carrying out and recording the daily water flush.
- Carrying out and accurately recording the daily monitoring of room pressures, area/fridge temperatures and completing Good Manufacturing Practice (GMP) deviations, as required.
- Carrying out and accurately recording weekly balance calibrations.
- Assembling raw materials according to order requirements.
- Assisting in the efficient and effective workflow, by ensuring that the supply of assembled orders is ready for manufacture.
- Liaising with internal departments regarding queries relating to stock/orders.
- Ensuring effective stock control (including monitoring of stock levels and expiries) and stock rotation.
- Advising the Stock Controller, Senior Production Technicians, Checking Technicians and Production Technicians of any stock problems.
- Carrying out ongoing expiry date checks of raw materials.
- Participating in the end of day, weekly and six monthly clean downs.
- Assisting in all manufacturing areas.
- Ensuring that all waste generated within the manufacturing areas is disposed of into the correct dedicated waste receptacle and removed, as required.

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### Company Specific Responsibilities:

- Ensuring good relations and communications with all members of the team and responding politely and in a timely fashion to internal and external customers.
- Working with all members of staff to maintain and develop the positive progressive culture within the Company.
- Observing and complying with Good Manufacturing Practice (GMP) and Good Distribution Practice (GDP).
- Observing and complying with Company Health and Safety Policies.
- Observing and complying with Company Standard Operating Procedures (SOPs).
- Undertaking any other duties, either for this department or any other department within the business, which may be requested by the Line Manager, for which training and/or an explanation has been provided and understood.

### Person Profile:

- Essential Requirements:
  - Genuine desire to pursue a career within a pharmaceutical manufacturing environment.
  - First class organisational and communication (both written and verbal) skills.
  - Highly customer focused and passionate about delivering excellent customer service.
  - Numerate with strong analytical and problem solving ability.
  - Ability to work accurately in a busy and demanding environment, whilst adhering to stringent deadlines.
  - Ability to work in a very structured, repetitive role requiring high levels of concentration and stamina.
  - Ability to cope with fluctuating workloads.
  - Ability to prioritise, demonstrating good time management skills.
  - Ability to achieve and maintain high standards with meticulous attention to detail.
  - Team player with the ability to work proactively using own initiative.
  - Self-starter with a 'can do' attitude.
  - Reliable, conscientious and dedicated.
  - Due to potential contamination risks, you must adhere to good personal hygiene (and you will not be permitted to wear contact lenses, jewellery or make up whilst working in the manufacturing areas).
  - Committed to learning and development (including formal qualifications), with a passion to grow within the business.
- Highly Desirable:
  - Good IT skills e.g. Microsoft Office (Word, Excel and Outlook).

### Training:

You will receive on the job training and other specific training, as agreed and required.