

## **JOB DESCRIPTION**

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**ROLE: Production Manager**

**SALARY AND BENEFITS: Negotiable**

**LOCATION: Ruislip**

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### **PRIMARY RESPONSIBILITIES**

- To ensure that products are produced and stored according to the appropriate documentation in order to obtain the required quality;
- To approve the instructions relating to production operations and to ensure their strict implementation;
- To ensure that the production records are evaluated and signed by an authorised person before they are sent to the Quality Control Department;
- To check the maintenance of the department, premises and equipment;
- To ensure that the appropriate validations are done;
- To ensure that the required initial and continuing training of department personnel is carried out and adapted according to need
- Plan out production schedule
- Ensure that production is cost effective
- Ensure adequate material and personnel available for manufacturing
- Monitor production process for quality and production rate, adjust schedule as necessary
- Supervising and monitoring a team of workers
- Reviewing worker performance
- Identify training needs

### **SECONDARY RESPONSIBILITIES**

- Joint responsibilities with the Head of QC:
  - The authorisation of written procedures and other documents, including amendments;
  - The monitoring and control of the manufacturing environment;
  - Plant hygiene;
  - Process validation;
  - Training;
  - The approval and monitoring of suppliers of materials;
  - The approval and monitoring of contract manufacturers;
  - The designation and monitoring of storage conditions for materials and products;
  - The retention of records;
  - The monitoring of compliance with the requirements of good manufacturing practice;
  - the inspection, investigation, and taking of samples, in order to monitor factors which may affect product quality
- Liaising with different departments to ensure the product is manufactured on time e.g. purchasing, QC, warehouse, dispatch etc
- Working with managers to implement companies policies and goals
- Working with contractors and consultants to design and establish new manufacturing facility (non sterile)
- Ensuring health and safety guidelines are followed

### **ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES**

- Previous experience in a similar role
- Ability to work on own initiative and in a team
- Ability to manage time well
- Ability to be calm, patient and assertive

- Effective communication skills
- Ability to use Microsoft Office and the Internet
- Ability to adapt to change
- Planning and organisation skills
- Ability to act decisively;
- Ability to grasp concepts easily;
- Problem-solving capabilities;
- Attention to detail;
- Ability to communicate clearly and persuasively;
- Excellent negotiating skills;
- Ability to work under pressure and meet tight deadlines;
- Ability to motivate others;
- Ability to work in a logical, systematic manner;
- Knowledge of non-sterile manufacturing methods (liquids, semi-solids and solid dosage forms);
- Preferable to have an understanding in formulation of above products.