B & S GROUP
"Believe in us"

JOB DESCRIPTION

ROLE : Asst. Manager (ADL)
REPORTS TO: HEAD -ADL
LOCATION : VADODARA
JOB TIMING : 12:00 AM TO 9:00 PM

PRIMARY RESPONSIBILITIES:

- Play a vital role in Method development and validation for RS, Assay, Dissolution and identification methods in different pharmaceutical dosage forms.
- Schedule ADL team on daily/weekly/monthly basis for routine sample analysis including development stability studies.
- Oversee analytical testing, investigations (OOS/OOT) and analytical problem solving, in support of formulations.
- Prepare monthly shift schedule for the team and work allocation to the group.
- Briefly inform team about the project status and its requirements.
- Coordinate with purchase department for indenting the required materials for initiation of new projects.
- Imparting the knowledge down the line as and when required.
- Project coordination between QA, FND, RA and ADL.
- Completion of the projects in set timelines.
- Review of protocols and reports for method validation.
- Involve in laboratory instruments maintenance and calibration.
- Conduct troubleshooting and investigations of analytical methods during tech transfer as and when required.
- Corrective and Preventive actions for analytical methods where needed during product filing.
- ADL relevant SOP writing in collaboration with QA department as and when required.

SECONDARY RESPONSIBILITIES:

- Imparting the knowledge for developing the cost effective methods thereby saving the company cost per projects.
- Maintain laboratory to GMP standards.
- Boosting the team and team members for more effective planning and execution of work.
- Perform additional duties relevant to job description as and when required.

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES:

- Qualification to justify the merit and regulatory knowledge for performing the tasks allotted.
- Should have previous experience of handling the team.
- Good communication and interpersonal skills.
- Knowledge of Analytical Research and Development.
- Experience working in cGMP/cGLP environment is an asset.
- 7+ years of experience working in Pharmaceutical Research and Development environment.
- Should be able to work independently, be proactive and possess decision making and analytical problem solving skills.