

JOB DESCRIPTION

ROLE: Production Manager

SALARY AND BENEFITS: Negotiable

LOCATION: Ruislip

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
- 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.