

JOB DESCRIPTION

ROLE: Production Manager

SALARY AND BENEFITS: Negotiable

LOCATION: London

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 company's policies and goals.
- Ensuring health and safety guidelines are followed.

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES

- Previous 10+ years 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.