

## PRODUCTION MANAGER

**Status:** Full Time, Employee  
**Location:** Miramar, Florida - USA  
**Work Status:** Will *not* consider sponsorship for work authorization  
**Job Number:** 2010-423

### SUMMARY

Manages all aspects of production operations; ensures all phases of manufacturing and packaging activities are performed in a safe manner and in compliance with cGMP and SOP's and ensures that company and government standards are adhered to.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. *This is not intended as a comprehensive list; it is intended to provide a representative summary to the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may required to perform additional, position-specific tasks.*

- Assures a timely and efficient flow of manufactured and packaged products.
- Responsible for preparation/revision of commercial master production batch records
- Writes, revises and reviews production SOP's.
- Assists the Director of Production with the department structure, budget and long range plans to meet the required production level of the manufacturing area.
- Performs hourly payroll for production personnel and reviews contract personnel timesheets.
- Completes performance evaluations for direct reports, assists supervisors with their subordinate performance evaluations for their areas; applies effective implementation of employee disciplinary corrective action programs.
- Reviews procedures on an ongoing basis seeking ways to improve the efficiency of production operations.
- Ensures compliance with all company safety rules and regulations.
- Oversees, participates in and approves the interviewing and hiring of departmental employees.
- Evaluates existing and recommends new equipment which will improve the production process.
- Executes process validations of new and existing products following written protocols.
- Ensures with the training representative that training and documentation for department personnel is performed properly and in a timely manner.
- Attends the daily scheduling meeting and meets with supervisors to ensure the department meets the scheduled production plan.
- Support and works closely with Technical Services for process improvement, scale-up and transfer.
- Keeps the Director of Production apprised of all current production process issues, troubleshoots and resolves production and equipment problems.
- Assures timely completion of all batch record review documentation.
- Provides coaching and assistance to direct reports in the areas of disciplinary action, employee training, problem resolution and work assignment delegation.
- Controls department spending based on the approved annual budget.
- Maintains a management presence in the production area through the monitoring and control of the production processes.

- Ensure 5S is implemented and maintained in all areas of the production floor.
- Interacts with the Human Resources and temporary agencies as needed to provide contract personnel support for the production operation.
- Presents monthly product rationalization meetings.
- Gives tours of the production areas as needed.
- Member of the material review board.
- Manages the trending analysis for all commercial products.
- Performs miscellaneous duties as assigned by the Director or Vice-President of Production.

### **SUPERVISORY RESPONSIBILITIES**

The Production Manager is responsible for managing the three shift supervisors and the accountability clerks.

### **QUALIFICATIONS Required Knowledge and Skills:**

#### **Knowledge of:**

- Current Good Manufacturing Practices(cGMP), Food and Drug Administration(FDA), DEA, and other regulatory requirements.
- Manufacturing and Packaging processes, equipment, procedures and systems.
- Principles of safety, workers compensation and OSHA,
- Principles of mathematical and statistical computations.
- Principles of production and manufacturing.
- Principles of budget preparation and administration.
- Proper English, grammar, spelling and punctuation.
- Basic Microsoft excel, word and access software.
- Recruiting, interviewing and selection applicants in accordance with established employment practices and methods.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be able to perform each essential duty satisfactorily.

#### **Skills in:**

- Implementing goals, objectives and practices for effective, efficient and cost effective management of allocated resources.
- Communicating clearly and concisely both orally and in writing.
- Selecting, training, supervising and evaluating department subordinates.
- Effectively speaking and presenting professional training sessions, one-on-one or with a group of employees.
- Analyzing and trouble-shooting problems, identifying solutions, recommending and implementing methods, procedures and/or techniques for resolution.
- Establishing and maintaining cooperative working relationships with individuals contacted in the course of work.
- Responding to common inquiries, complaints, conflict/resolution situations from subordinates or other employees in the work area.
- Functioning as a team leader, coach and mentor, manage and coordinate the work of professional, technical and clerical personnel.
- Allocating limited resources in a cost saving, efficient manner.
- Handling multiple projects, duties and assignments.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

Incumbents in this class are subjected to extended periods of sitting, standing and walking, and visual acuity to monitor. The normal work environment for this position is an office setting but periods in the manufacturing environment is required. The noise level in the work environment is usually moderate but will vary to loud depending upon production machinery usage.

**MINIMUM QUALIFICATIONS**

Bachelor degree in Science, Engineering or Business; or a related discipline. Minimum five to ten years of related experience in a fast-paced pharmaceutical production environment. Minimum five to ten years previous supervisory experience essential, preferably in the pharmaceutical industry.

For consideration, submit resume to: [careers@avevadds.com](mailto:careers@avevadds.com).

**No phone calls please.**

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