



ASSOCIATE DIRECTOR OF PROCESSING ENGINEERING

Status: Full Time, Employee
Location: Miramar, Florida - USA
Work Status: Will *not* consider sponsorship for work authorization
Job Number: 2010-431

Summary: Under general direction, manages the activities of the Process Engineering Department to include: Daily process engineering schedules, Equipment maintenance, repair and design, New Equipment Design and Purchase, Spare parts control, Equipment modification and design, Optimization of production process to reduce waste and quality deficiencies.

Essential Job Functions/Responsibilities: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and, may be required to perform additional, position-specific tasks.*

- Oversees, Directs, Coordinates and prioritizes the daily activities of the Process Engineering Department and assigned staff.
- Ensures that all Company processing equipment are well maintained and are compliant with all federal, state, local and corporate Safety requirements.
- Manages the Design and acquisition of all new Process equipment.
- Manages all the GMP documentation required for changes of existing equipment, purchase of new equipment and maintenance when required to include: User Specifications, Functional Design Specifications, Installation and Operation Qualifications, SOP's, Safety Inspection Forms and Procedures.
- Maintains regulatory documentation and training records for all Process Engineering staff.
- Represents the company to outside agencies and auditors for all Process Engineering related matters.
- Identify & implement new processes to ensure optimum Processing practices are continuously being employed at existing and future sites.
- Review, create, and approve Process Risk Assessments for new and existing processes,

Required Knowledge and Skills:

An individual must be able to perform each essential duty satisfactorily.

Knowledge of:

- OSHA, FDA, state and local regulatory agency record keeping, monitoring and enforcement regulations and guidelines.
- Investigation practices and procedures.
- Systems analysis, development and implementation principles and practices.
- Management, administration, training practices and methods.
- Principles and practices of budget preparation and administration.
- Working knowledge of business, scientific and personal computer hardware and software applications.
- Business English usage, spelling, grammar and punctuation. Candidate must read, write and be fluent in English.

Skills In:

- Interpreting and applying Federal, state and local policies, procedures and regulations.
- Responding to inquiries from management, employees and regulatory agencies.
- Analyzing and troubleshooting problems, identifying solutions, recommending and implementing methods, procedures and/or techniques for resolution.
- Creating, planning and implementing goals, objectives and practices for effective, efficient and cost effective management of allocated resources.
- Managing multiple projects, duties and assignments.
- Communicating clearly and concisely, both orally and writing.
- Establishing and maintaining cooperative working relationships with others.

Physical Requirements and Working Conditions:

Extended periods of sitting, standing and walking, moderate noise levels and some business travel. Work is performed in office, manufacturing, warehouse, shipping and laboratory environments with exposure to electrical hazards, dangerous tools and equipment, toxic chemicals and active pharmaceutical agents.

Minimum Qualifications:

Bachelor's Degree in Chemical Engineering and 8 - 10 years experience as Process Engineer with 15 years experience in the pharmaceutical industry. Advanced degrees and experience in Transdermal pharmaceutical manufacturing is a plus.

For consideration, submit resume to: careers@avevadds.com.

No phone calls please.

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