The Production Technician Supervisor will oversee and manage the compounding and aseptic filling process. Lead a team of qualified technicians in the production of pharmaceutical goods in accordance with cGMP standards.

Duties include, but are not limited to:

* Schedule and train new production technicians.
* Schedule production technician shifts
  + Ensure technicians properly take required breaks and lunches.
* Coordinate with other departments (e.g. Quality, Lab, Engineering etc.) for production activities.
* Monitor facility to meet cGMP requirements for sanitary conditions and kept organized and clean.
* Responsible in facilitating smooth workflow to completion.
* Set model standard for attendance and punctuality.
* Set model standard for work ethics for other technicians.
* High sense of Responsibility, Ownership, Accountability.
* Conduct routine meetings with production technicians to ensure the Manufacturing team is current with production expectations and requirements.
* As needed, edit and/or revise procedures and policies relating to production.
* Coordinate with Purchasing as needed to ensure sufficient supply of raw material (e.g. vials, stoppers, etc.) for production is available at all times.
* Ensure monitoring of critical resources (e.g. deionized tanks, nitrogen tanks, etc.) are performed daily and ordered for future use.
* Ensure appropriate logs (e.g. differential pressure, temperature, activities, etc.) are filled out as required by the production technician team.
* Conduct routine performance appraisal of production technician team.
* Enforce company’s rules and standards.
* Other varied duties as assigned.

**MINIMUM QUALIFICATIONS**

* Education: High School Diploma.
* Experience: 3-5 years of experience in related field
* Proficient with computers and related software (Microsoft Office Professional)
* Typing and office based skills
* Excellent oral and written communication skills.
* Excellent interpersonal skills.

**PREFERRED QUALIFICATIONS**

* Pharmaceutical experience in an Aseptic Fill operation
* Knowledge of cGMP Experience
* Appropriate professional demeanor.
* Knowledge, understanding and compliance to the dress code.
* Well organized and detail oriented.
* Ability to work independently and as a team member.
* Ability to manage multiple concurrent tasks /studies.
* High energy, enthusiastic self-starter who can work with minimal supervision.
* Good communication skills.
* Work with all McGuff employees to foster and promote quality system controls and procedures.

**SPECIAL CONDITIONS**

* Must be able to work various hours based on business needs.
* The position requires bending, squatting, climbing, and reaching above shoulder level.
* The position will require sitting, standing, walking, handling and manipulating objects (manual dexterity and fine finger movement).
* The position will require repetitively lifting/carrying up to 25 pounds.

Applicant acknowledges job description and certifies they are qualified to perform all job requirements: