

Singota Solutions

JD158

Job title: Manufacturing Supervisor
Department: Manufacturing
Location: Bloomington, IN
Position Type: Full-time, 40 hours/week, exempt

General Responsibilities:

1. Perform typical supervisory duties such as approving time-off requests, drafting performance reviews, delivering disciplinary actions, creating job descriptions and participating in the hiring process.
2. A Supervisor is fully trained, performs and maintains proficiency in all manufacturing areas (Filling/Form, Sampling and Dispensing, Inspecting, and Finishing).
3. Functions as the subject matter expert (knowledge, skills) in assigned departmental area (i.e. Formulation/Filling, Sampling and Dispensing, Finishing); in alignment with manager's directions
 - Coordinate and schedule daily operations
 - Stay informed of any issues for operations and follow up when necessary
 - Coordinate with other Senior Operators to ensure appropriate resource allocation
 - Be primary trainer and backup for area for sick time and vacation time for operators
 - Continuously improve operations
4. Will maintain training program for area of operation and be responsible for Operators training and maintaining of SOP percentages of at least 90% or above:
 - Develop and deliver effective training programs ensuring competency of those trained; retrain when necessary
5. Serves as Manufacturing representative on client project teams search bodies of knowledge and identify best practices, regulatory requirements, industry standards and trends
6. Share knowledge gained with department staff
7. Develop and maintain vendor relationships
8. Identify process improvements, create plans, lead implementations, set and review metrics
9. Author, edit and review procedures (increasing reliability and quality, reducing time and cost)
10. Collaborate in writing and responding to deviations, investigations and corrective actions
11. Maintains knowledge of and performs functions in compliance with laws and regulations including but not limited to Company's policies and standard operating procedures, FDA and similar regulatory authorities.
12. Acquire skills and clearance for controlled substances (sampling/dispensing and/or shipping/receiving).
13. Positive Attitude and willingness to work as part of a diverse team to achieve overall goals of supply chain group.
14. Create and foster team mindset, motivate and ensure customer service by setting good examples for communication, listening, documentation, on-time performance, quality of results and relationships enhanced.
15. Comply with quality and safety management systems including requirements for documentation, training, system use, SOPs, processes and procedures. Ensure procedures are followed and changed if no longer applicable.
16. General support required of a startup company where everyone is expected to perform multiple tasks both inside and outside their department to meet the needs of the business.

Skills and Physical Activity Requirements:

1. Able to assume and perform departmental leadership role in specific subject matter including organizing and leading meetings, meeting deliverables in terms of quality, cost and timeliness.
2. Proficient at utilizing multiple electronic systems, including but not limited to Enterprise resource planning (ERP), Client Request System (CRS), Client-specific inventory systems and Microsoft Office.
3. Trustworthiness and personal integrity – able to maintain a high degree of confidentiality
4. Strong verbal, listening and written communication skills
5. Good time management and organizational skills
6. Positive attitude and good judgment
7. Customer focused both to internal staff and external clients
8. Lifts up to 50 pounds in a controlled manner
9. Ability to work in refrigerated 2 to 8 degrees C (35 to 46 degrees F) temperatures and also frozen temperatures of -20 degrees C.

Work Experience Requirements:

1. 9+ years experience in life sciences environment/industry (or similarly regulated industry)
2. 3+ years utilizing materials or enterprise resource planning software (MRP, ERP)
3. Proficient with Microsoft Office Applications

Education Requirements:

1. Associates Degree or equivalent college credits preferred
2. Sufficient experience in pharma industry/life sciences (10+ years) and experience in supervisory role (5+ years) may be considered if educational requirements are not met.

Singota Solutions is an Equal Opportunity Employer