MedPharm Ltd
Job Description

Job Title:	Production Operator (3 month fixed term contract)
Location:	MedPharm Ltd, Guildford, Surrey, UK
Report to:	Head of Process Development and Production

Main purpose of job

- To assist in the manufacture of clinical and non-clinical material in the MedPharm clinical supply suite in accordance with GMP guidelines.

Significant internal and external relationships

- Head of Production
- Production Team
- Study Directors
- Quality Assurance Team
- Quality Control Scientists
- Suppliers and Contractors

Responsibilities

1. To assist in the manufacture and packaging of investigational products for clinical trials within MedPharm's clinical supply suite.
2. To assist in the running of the Unit clinical supply suite facility to ensure compliance to good manufacturing procedures in accordance with EU directive 2004/93.
3. To assist with the maintenance, calibration, verification of production equipment in line with GMP regulations.
4. To ensure that the right equipment is available at the right time for clinical manufacture.
5. To assist in the maintenance and cleaning of the facility, equipment and utensils in line with MedPharm procedures.
6. To report any deviations from BMRs and SOPs to management and Sponsors.
7. To have technical input, in particular on manufacturing projects and clinical trial supplies.
8. Ensure that all activity is undertaken in line with MedPharm H&S policy and COSHH regulations and to ensure the safety of others in any procedures or tasks performed.
9. To assist in the preparation of SOPs and quality documentation including deviations, out of specifications.
10. To collaborate with suppliers to source raw materials, chemicals and consumables.
11. To assist in the preparation of the facility in readiness for internal and external audits and inspections.

Education	• Life Sciences degree (minimum Bachelor's)
Experience	• Experience working in a GMP production environment in pharmaceutical industry essential

Personal Attributes	• High level of attention to detail • Responsible and reliable • Flexible and adaptable • Good communication skills *Applicants must be able to commit to ad hoc weekend work.*