

OXFORD PHARMACEUTICALS, LLC

301 Leaf Lake Parkway
Birmingham, AL 35211

Manufacturing Operator

Job Description

Summary:

Leads and performs a variety of process duties according to batch record and Standard Operating Procedures (SOP's) in the pharmaceutical manufacturing department. Processes include but not limited to: Weighing, Blending, Granulation, Compression, and Coating.

Essential Job Functions:

- Carries out responsibilities in accordance with the organization policies, procedures, and state, federal and local laws.
- Able to operate and/or learn how to operate a variety of manufacturing equipment: Dust Collectors, Blenders, Tablet Presses, Granulation Equipment, Vector Fluid Bed Drier, Tablet Coaters, Vac-U-Max Conveying system, etc.
- Ability to use Scales and Balances scales and containers to measure raw materials as required per batch records.
- Follows product recipes/formulas according to batch record instructions.
- Ensures batch records, equipment log books, and other relevant records are completed when functions are performed and are correct.
- Adheres to company uniform and gowning policies.
- Adheres to company bell system that is used to signal the start and stop of shifts as well as breaks and lunches.
- Reports process or equipment problems to area supervision.
- Performs changeovers and set-up of equipment for manufacturing operations.
- Possesses mechanical aptitude and/or ability for basic equipment troubleshooting.
- Cleans and maintains manufacturing rooms and equipment.
- Maintains parts and supplies for manufacturing department.
- Monitors process and equipment and makes necessary adjustments to maintain batch record specifications.
- Follows established department SOP's and batch record instructions.
- Ensures compliance with all Company policies and procedures, including safety rules and regulations.
- Appropriately utilizes Personal Protective Equipment (PPE) as required.
- Other job duties as assigned.

Knowledge of:

- Current Good Manufacturing Practices (cGMP's).
- Food and Drug Administration (FDA), and other regulatory requirements.
- SOP's, equipment and safety practices.
- Manufacturing processes and equipment operations.
- Business English usage and spelling.
- Basic Math Computations.

Skilled in:

- Follows verbal and written directions.
- Communicates clearly and concisely, both orally and in writing.
- Basic computer knowledge.
- Making corrections and writing comments in the batch record.
- Establish and maintain cooperative working relationships with others.
- Ensures compliance with all Company policies and procedures, including safety rules and regulations.

Physical Requirements:

- Employees in this position are subject to extended periods of standing, walking, pushing, pulling, bending, vision monitoring, lifting equipment or materials up to 50 pounds.

Minimal Qualifications:

- High School Diploma or equivalent
- 2-5 years of experience in pharmaceutical, medical device, food manufacturing/packaging environment.