

Job Description – GMP Facilities Technician

Job Title: GMP Facilities Technician

Reports to: Senior Scientist or Facilities Director

Location: Cheadle Royal Business Park, Cheadle

Job purpose:

In your role as Facilities Technician, you will work as part of the Seda Clinical Manufacturing Services (CMS) team, working closely with colleagues and clients to support the manufacture of high quality oral solid dosage forms and ensure GMP compliance of the facility.

Job responsibilities

The key responsibilities of the role are to:

- Support the ongoing activities to maintain compliance of a GMP Drug Product Manufacturing Facility
- Support the Installation and Validation of the GMP Facility and Oral Solid Dosage Form equipment.
- Contribution to the creation and review of Plans, Work Instructions, and Standard Operating Procedures (SOPs).
- Support the Production team during the batch manufacture processing.
- Work to the highest scientific and safety standards in the facility
- Perform routine facility cleaning and support the GMP operations team with the room and equipment cleaning activities following a campaign of work.
- Perform facility management tasks as required, such as stock control, Inventory Receipt, equipment calibration & maintenance scheduling, provision and control of personal protective equipment, completion of safety assessments and inspections and other activities generally require for the safe and effective running of the Seda CMS Manufacturing area and Laboratory.
- Perform administrative tasks as required such as preparation of invoices, filling, shredding, postage etc.
- Other activities as required.

Person specification

- Evidence of team working
- Experience of working in a facilities role in a GMP Environment in the pharmaceutical industry
- Evidence of ability to meet deadlines and targets
- Evidence of the ability to communicate well, both written and spoken English and to present to an audience
- Self-motivated, able to operate independently
- Self-development mindset with a drive to learn.