

## **Job Description – GMP Process Technician**

**Job Title:** Scientist, GMP Process Technician

**Reports to:** Senior Scientist, GMP Operations

**Location:** Seda Clinical Manufacturing Services, Lakehouse, Cheadle Royal Business Park

### **Job purpose:**

Seda are going through a period of rapid expansion as we continue to grow and establish our services in clinical drug product manufacturing.

The primary purpose of this role is to provide hands-on execution of all production activities in the manufacture of GMP compliant, clinical oral solid dose (OSD) products.

### **Job responsibilities:**

The key responsibilities of the role are to:

- Provide hands-on execution of all production activities in the manufacture of GMP compliant, clinical OSD products.
- Ensure all work is performed in strict accordance with production SOPs and work instructions.
- Maintain detailed and accurate documentation of production batches and prepare internal reports.
- As required, support the Production Team with the installation and validation of all OSD manufacturing equipment.
- As required, work in collaboration with the Facilities Team to ensure the OSD production areas maintain full GMP compliance.
- Ensure all production tasks are undertaken in strict compliance with the Seda Pharmaceutical Quality System.
- Ensure all production tasks adhere to SHE requirements.
- Provide Production function support to all MHRA inspections.
- Provide Production function support to all third-party audits.
- Provide Production function support to all internal audits and monitoring.

### **Qualifications, Experience, Skills and Capabilities**

- Educated to Degree Level, or equivalent, in a relevant subject or with significant relevant experience.
- Experience of manufacturing pharmaceutical products within a regulated facility (desirable)
- Experience of operating manufacturing equipment in the production of pharmaceutical products (desirable)
- Operational awareness of Good Manufacturing Practices (GMP) (desirable).
- Attention to detail and ability to work to high quality standards.
- Good organisational and time management skills, and evidence of ability to meet deadlines and targets.
- Excellent communication skills, both written and spoken English.
- Ability to understand and deliver against the wider business needs and aims.
- Highly motivated with a strong self-development mindset.