

VACANCY

Job title: Manufacturing Technical Assistant (5 open positions)

Location: Primerdesign, Southampton

Job Summary

As Technical Process Assistant you will be working within the Manufacturing Technical Department (MTD), a team providing support and technical knowledge to the Manufacturing Team. The role will have a particular focus on the introduction of new products and technologies into our Production and Quality Management (QMS) Systems, specifically the writing and reviewing of technical documents and working with Sage 200 manufacturing software.

The role will be responsible for the creation of new stock codes and set up of product labelling for new products in Sage 200, and the writing of manufacturing SOPs, forms and quality procedures so that they are clear and easy to follow by the Manufacturing Team. The manufacturing technical assistant will liaise with internal stakeholders across the business to ensure all requirements are met and will be responsible for maintaining the Sage 200 manufacturing system and ensuring it is kept up to date and accurate.

Main duties and responsibilities

1. Take a lead role in the writing of manufacturing SOPs, manufacturing documents and quality procedures.
2. Review existing documents and identify improvements.
3. Ensure all document updates are made in accordance with our ISO13485 and ISO9001 quality systems.
4. Set up Sage codes and bill of materials for new products, sub-assemblies, and raw materials in the Sage manufacturing system.
5. Communicate with key stakeholders to ensure their requirements are met in the successful technical transfer of new products and technologies into the Manufacture Team.
6. Sage administration and maintenance to ensure the system is kept up to date and stock levels are accurate and controlled.
7. Label setup for new products.
8. Working to challenging deadlines as part of an ambitious pipeline of new product launches.
9. Contribute towards the technical transfer of manufacturing processes to sub-contractors.
10. Update documents as required including standard operating procedures, safety data sheets, certificates of analysis and forms.
11. Contribute to process and document improvements through liaison with the manufacturing team.

Qualifications and experience required

Required

- Previous experience with technical, scientific writing
- Excellent written communication
- Experience in a production environment

- Technical knowledge of production and qPCR
- Previous experience working within a Quality Management System (QMS)
- Previous experience working with Sage 200
- Accuracy and attention to detail
- Adaptable and able to problem solve solutions
- Quick learner

Desirable

- Previous experience working within an ISO13485 and ISO9001 environment
- Experience of diagnostics

For further information or to apply for this vacancy please e-mail recruitment@novacyt.com