



Code: 2541

Title: Operations Compliance/Equipment Manager

Location: Northridge, Ca

Department: Operations Compliance

Description: This position will oversee and manage all aspects of the Equipment Management program and ensures compliance set forth by the Company and applicable regulatory agencies.

Responsibilities:

- Ensure equipment maintenance records are accurately tracked and documented
- Work with vendors to schedule service
- Prepare and maintain the master equipment records for all equipment and instruments
- Write and revise internal equipment procedures
- Coordinate delivery and placement of equipment
- Participate in "on call" rotation for equipment issues
- Maintain equipment spare parts inventory
- Maintain, qualify, validate, and repair equipment
- Performs investigations, root cause analysis, and CAPAs related to equipment issues
- Conduct and/or monitor user training of personnel to ensure appropriate usage, avoid damage, and prevent injury
- Develop, revise, and review SOPs (Standard Operating Procedures) to meet State, Federal, and AABB guidelines as well as the Company's quality program plan

Requirements:

- Experience managing equipment with similar regulatory requirements
- Has a methodical, organized, and detail-oriented approach to tasks
- Proficient in Excel, Word, and Outlook
- Able to work independently and meet deadlines.
- Excellent interpersonal skills to resolve department problems and customer issues.
- Ability to write/revise internal equipment procedures

Education, Experience and Licensure

- Requires 3 years of PM of equipment; preferably within a GMP manufacturing site
- Knowledge of IQ/OQ/PQ
- Knowledge of cleanrooms / laboratories settings
- Working knowledge of electrical and mechanical systems preferred



- Some experience with ISO certification is preferred

Pay Range: BOE

Posted Date:

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