



Code: 2544

Title: Production Coordinator

Location: Northridge, Ca

Department: Logistics

Description: The Production Coordinator will be assists with the planning, scheduling and documenting the manufacture and execution of Bioresearch and GMP products. Responsibilities will also include developing and overseeing various projects through completion.

Responsibilities:

- Assists with scheduling and coordination of all Bioresearch and GMP production activities, working with internal and external teams to ensure the proper resources are available for production. Frequent updating and monitoring of trackers and readiness tools.
- Communicates production updates to line staff, sales team, and management
- Tracks production requests and schedules them in an efficient and timely manner.
- Strategize how to utilize available resources best; prioritizing, allocating and coordinating staff, equipment, reagents, and materials.
- Ensure that all orders are complete with required documents and instructions prior to scheduling the collection and production
- Prepares for and attends regularly scheduled production planning meetings
- Assists in the timely completion and closure of quality event documentation
- Perform 3-way match verification for pre-financial statements relating to production costs to ensure that invoicing corresponds with services provided.
- Assists production team with review, approval, scheduling, coordination, and completion of all production, including documentation.
- Knows and follows training in Good Manufacturing Practices (GMP), OSHA requirements, Quality Management System (QMS), Standard Operating Procedures, Document Control procedures, department specific Standard Operating Procedures, and HIPPA regulations.
- Works closely with staff and management to ensure that the scope and direction of assigned projects are well planned, on budget and scheduled to meet business needs, as well as, work with other departments for support.
- Provides administrative support and guidance relating to execution and completion of production and assigned projects.
- Provide daily updates to management regarding productions and projects.
- Comply with and promote HemaCare's Performance Standards and related skills.

Supervisory Responsibilities This position has no direct supervisory responsibility

Requirements:

- Discretion in HIPPA information, handling confidential and sensitive matters
- Ability to multi-task with strong organizational skills
- Exceptional Customer Service skills (internal and external customers)



- Able to reprioritize and easily adapt to changes
- Excellent problem-solving and analytical skills; detail oriented
- Highly motivated, self-starter with excellent oral and written communications
- Ability to be proactive and independent, as well as work well as part of a team
- Proficient use of Microsoft Office products including Word, Excel, Outlook, and PowerPoint.
- Ability to quickly learn new software programs as needed.

Education, Experience and Licensure

- High school diploma or comparable education, required.
- 2-3 years of progressive work experience in production field preferred.

Pay Range: BOE

Posted Date: 6/10/2019

HemaCare is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees.