



Production Specialist

Req ID #: 2613

Location: Northridge, CA

For over 40 years, HemaCare, a Charles River company, has worked to making a positive impact on the world by providing the highest quality cellular material and services to biotech and pharmaceutical companies and research organizations that are performing innovative research and developing novel cell-based therapies.

We recognize that our success depends on the vision and passion of our employees; that is why we are devoted to making HemaCare a rewarding and valuable place to work. We believe in making a difference, and at HemaCare, you will make a difference every day.

JOB SUMMARY

The Production Specialist will assist the Production Team with the planning, scheduling, and documentation of the manufacture and execution of Bioresearch and GMP products. Responsibilities will also include developing and overseeing various projects through fulfillment

Responsibilities:

- Participates in planning revenue and future opportunities with the Production Department, including meeting revenue targets
- Works cohesively with multiple Management Teams to streamline production flow
- Plan and create revenue opportunities for HemaCare/CRL and all customers
- Plans and executes orders from the Sales Team to meet customer needs accurately and effectively
- 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.
- Review and approval all orders for accuracy before recruitment, scheduling, and production execution, which is followed by ensuring completion of all order tests and documentation, including shipping
- Assist and/or instruct Sales to include documents & information when needed before the execution of orders
- Communicate with the Sales Team, pre & postproduction, to ensure project completion that meets exact customer needs, including required documents
- Work with Inventory Control to evaluate and analyze inventory supply
- Monitor and evaluation of Batch Release process to complete execution of orders through delivery
- Communicates production updates to line staff, sales team, and management
- Ability to work with multiple production departments/management to coordinate and execute a variety of customized Bioresearch orders
- Assists with Staff scheduling for multiple Teams, including space, time, and supplies for each project. Commitment to constant communication with Teams around variables/obstacles

- Continual updating/monitoring of MBS to ensure all Teams involved are executing each project correctly
- Update and track multiple production requests and schedule all orders in an efficient and timely manner.
- Attends and participates in multiple process development meetings related to the development of internal scheduling program (MBS)
- Strategize how to utilize available resources best; prioritizing, allocating, and coordinating staff, equipment, reagents, and materials.
- Ability to analyze process development and provide input on implementation to the Team
- Ensure ample supplies are on hand to execute all productions on time, including GMP projects
- Ensure that all orders are complete with required documents and instructions before scheduling the collection, production, tests, and shipping tasks
- Prepares for, attends, and actively participates in all regularly scheduled production planning and process development meetings
- Assists in the timely completion and closure of quality event documentation
- Ability to work with little or no supervision
- Perform 3-way match verification for pre-financial statements relating to production costs to ensure that invoicing corresponds with services provided.
- 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.
- Provide 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:

- Ability to critically think through and analyze problems or issues and develop a solution
- Ability to adapt quickly to last-minute changes and execute productions efficiently and effectively
- 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)
- 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



- Discretion in handling confidential and sensitive matters.
- Ability to have reliable internet connection

Education, Experience and Licensure

- High school diploma required.
- Comparable education and experience required.
- 5+ years of progressive work experience in the production field preferred
- Biotech, Life Sciences or Pharmaceutical industry preferred

About HemaCare

HemaCare, a Charles River company, is a global leader and trusted brand in the customization of human-derived biological products and services for biomedical research, drug discovery, and cell and gene therapy development. HemaCare's vertically integrated solutions support preclinical research, clinical studies from phases 1 to 3, and commercialization with high-quality RUO and GMP-compliant starting material and apheresis collections.

In January 2020, HemaCare was acquired by Charles River Laboratories, an early-stage contract research organization (CRO). Combined with Charles River's integrated, early-stage portfolio of discovery, safety assessment, and manufacturing support services, the acquisition creates a unique, comprehensive solution for researchers and cell therapy developers and manufacturers worldwide to help accelerate their critical programs from basic research and proof-of-concept to regulatory approval and commercialization. Utilizing this broad portfolio of products and services enables our clients to create a more flexible drug development model, which reduces their costs and enhances their productivity and effectiveness to increase speed to market. We work closely with our clients throughout the clinical process to maximize success and drive positive clinical outcomes.

Together, with over 17,000 employees within 80 facilities in 23 countries around the globe, we are strategically positioned to coordinate worldwide resources and apply multidisciplinary perspectives in resolving our client's unique challenges. Our client base includes global pharmaceutical and biotechnology companies, government agencies, and hospitals and academic institutions around the world.

At HemaCare, we are passionate about our role in improving the quality of people's lives. We have proudly supported the development of 100% of the current commercially available FDA-approved immunocellular therapies. Our mission is to provide a best-in-class portfolio of high quality, customizable human cellular material and services to support drug discovery, scientific research, and cell therapy. This resonates from our employees and impacts our customers because we know that every day is an opportunity to advance discoveries and make a difference in someone's life.

For more information, please visit www.hemacare.com.

Equal Employment Opportunity

HemaCare, a Charles River Laboratories Company, is an Equal Opportunity Employer M/F/Disabled/Vet

Posting Date: 09/03/2020