

<b>Job Description – Packaging Room Supervisor</b>	
Job Holder Signature:	Manager Signature:
Date Signed:	Date Signed:

### Description

This position is responsible for secondary packaging room activities, supervision of Packaging Room Associates and provision of support to the Clinical Project Manager and/or Project Associate.

### Responsibilities

- Executes batch records and manages the day-to-day secondary packaging room activities
- Supervises Packaging Room Associates with regards to completion of packaging room activities
- Performs accountability of drug product, clinical labels and packaging components within each batch record activity
- Inspects blister strips, blister cards, foil pouches, bottles and vials for damage or defects
- Assembly, inspection and manual application of labels at all product storage temperatures
- May operate semi-automated packaging equipment in secondary packaging rooms
- Completes minor and major cleans in secondary packaging rooms including any equipment
- Works directly with representatives from Operations and Quality Assurance to resolve any discrepancies or to gain clarification
- Performs other duties as required

### Position Requirements

- Relevant der abschluss (e.g. English and mathematics), das abitur and/or diplom advantageous
- Strong written and oral communication skills in English and German are essential
- General mathematical skills
- Computer literate
- Previous experience of working within a similar environment preferred
- Excellent working knowledge of all SOPs related to packaging and labelling
- Familiarity with the pharmaceutical industry and strict adherence to cGMP standards
- Follows relevant safety procedures in relation to the operation of any equipment in secondary packaging rooms
- Must work well with staff inside and outside the packaging rooms by being persuasive, encouraging and motivating
- Experience of working independently and in a team-oriented collaborative environment is essential
- Able to easily deal with changing priorities, demands and timelines through analytical and problem-solving capabilities
- Strong interpersonal skills
- Must be able to learn, understand, and apply new technologies
- Ability to effectively prioritise and execute tasks in a high-pressure environment is crucial

### Competencies

- Interpersonal awareness and sensitivity
- Attention to detail and thoroughness
- Flexibility and adaptability
- Maintain high standards of quality
- Results focused
- Tenacious

### **Work Conditions**

- Reports to Director of Operations
- Supervises Packaging Room Associates
- Gowning in packaging rooms
- Handling of bulk drug product
- Some physical lifting
- From time to time overtime may be required to meet project deadlines
- Participation in training sessions, presentations and meetings
- Ability to work under own initiative and in a team