

E recruitment@bappharma.com

## Operations Manager – Packaging & Labelling

**Location:** Höchstädt an der Donau, Bavaria, Germany  
**Salary:** Competitive base salary + performance-based bonus  
**Ref:** BAPOPMGHBH  
**Hours:** Full Time  
**Contract Type:** Permanent  
**Experience Level:** Management

### Our Company

BAP Pharma are the fastest-growing, independently owned clinical trial supply organisation, with specialist divisions in comparator sourcing, secondary packaging & labelling and medicines access. Our story is one of incredible growth and success, with steady expansion in operations and global presence.

We are a global leader in the clinical trial supply industry, through our expertise, innovation and dedication to providing exceptional value and unrivalled customer service.

We are a team of dedicated professionals, with an open, honest and respectful culture and passion for delivering on our promises to each other and our customers.

We are now looking for individuals who are devoted to providing high quality customer service and helping the business continue its growth. Our people are our greatest asset – our future is exciting, come join us.

### Job Description

This position is responsible for the day to day managing of the Operations team to ensure overall GXP compliance with all procedures associated with receiving, storing, label production, packaging, release of clinical supplies, distributing, returns processing, comparator supplies and project management.

### Responsibilities

- Oversees all GXP activities related to clinical packaging and labelling, comparator supplies and distribution.
- Supervises the Operations team to ensure the management of all medicinal products and ancillary materials, as well as the operational activities that support the maintenance of the facility and use of equipment.
- Develops and maintains packaging room schedules to identify timelines as to when jobs will be executed and assignment of appropriate personnel to each room.
- Oversees material specification & acquisition processes, label production & approval and randomisation approval process.
- Coordinates activities between internal departments, clients and suppliers.
- Collaborates with the one-site maintenance manager and quality assurance representatives to adhere to the preventative maintenance scheduled as specified.
- Able to bring a project to successful completion through political sensitivity.
- Performs other duties as required.

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## Requirements

- BSc in pharmacy, chemistry, biochemistry or related scientific discipline.
- Substantial experience (> 5 years) in clinical trials supply is essential.
- Robust knowledge of the pharmaceutical industry and GXP.
- Managerial experience of operational teams is essential.
- Must be fluent in English and German, with excellent written and verbal communication skills.
- Strong computer literacy skills.
- Experience of working independently and in a team-oriented collaborative environment is essential.
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Able to present relevant material internally and externally, lead meetings and participate in training sessions.
- Ability to effectively prioritise and execute tasks in a high-pressure environment is crucial.

## Competencies

- Strategic and conceptual thinking
- Interpersonal awareness and sensitivity
- Attention to detail and thoroughness
- Flexibility and adaptability
- Maintain high standards of quality
- Results focussed
- Tenacious

## Conditions

This role reports to the Managing Director and supervises the Operations team: project management, label production, packaging, distribution and warehouse personnel. Additional hours may be required from time to time to meet project deadlines. You must have the ability to work under own initiative and as part of a team. BAP Pharma are proud to state we have a diverse range of employees, from different cultures and backgrounds and are committed to diversity and inclusion.

You can apply to this role through the BAP Careers Portal [here](#).