

Packaging Room Supervisor – Somerset, New Jersey, USA

Location: Somerset, New Jersey
Salary: Competitive salary, bonus plan and benefits
Hours: Full Time
Contract: Salaried, Permanent

OUR COMPANY

BAP Pharma are the fastest-growing, independently owned pharmaceutical clinical trials supply organization, with specialist divisions in Comparator Sourcing, Secondary Packaging & Labelling and Global Storage & Distribution. Our story is one of incredible growth and success, which has culminated in receiving many prestigious awards, such as recognition in Diversity & Inclusion and Social & Environmental, and the expansion of our core operations internationally.

Our extraordinary growth and success have enabled investment and expansion of our Secondary Packaging and Labelling division into the USA and 2023 will see the relocation of our US operations to a new state-of-the-art 25,000 sq. ft facility in Somerset, New Jersey – heralding the continuation of our company's mass expansion and growth.

We are now looking for highly qualified, experienced and passionate professionals who are dedicated to providing unparalleled customer service, to continue to drive our business forward and become a part of our success story.

ROLE DESCRIPTION

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

POSITION REQUIREMENTS

- University degree or college diploma in relevant field is preferred.
- Significant demonstrable experience in the field of secondary packaging labeling for clinical trials.
- Strong interpersonal skills.
- Excellent knowledge of all SOPs related to packaging and labelling.
- Familiarity with the pharmaceutical industry.
- Knowledge of US cGMPs and GDP.
- Experience of working independently and in a team-oriented, collaborative environment is essential.
- Must work well with all staff by being persuasive, encouraging and motivating.
- Able to easily deal with changing priorities, demands and timelines through analytical and problem-

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solving capabilities.

- Able to present relevant material internally and externally, lead meetings and participate in training sessions.
- Must be able to learn, understand, and apply new technologies.
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.

COMPETENCIES

- Excellent communication skills in (both verbal and written).
- Positive self-image, concern for impact, self-awareness and sensitivity.
- Strong organization skills.
- Diplomacy.
- Results focused and tenacious.
- Attention to detail and thoroughness.
- Flexibility and adaptability.
- Strong strategic, conceptual, and analytical thinking.
- Concern for standards.

WORK CONDITIONS

- Reports to the Senior Operations Manager.
- Supervision of Packaging Associates.
- Gowning in packaging rooms.
- Handling of bulk drug product.
- Some physical lifting may be required.
- Participation in training sessions, presentations, and meetings.

BENEFITS

- Competitive Bonus plan
- Healthcare
- Dental, vision & life insurance
- 401K contributions
- Paid vacation and sick leave
- Free on-site parking
- Referral programme
- Wellness programme

BAP Pharma is committed to enabling a supportive work environment, which is diverse and inclusive and based on mutual respect.

We offer comprehensive training and development programmes to employees to enable them to excel in their roles. We provide our team with a platform in which to continually progress and excel and deliver on our promises to our clients.

BAP Pharma – Promise delivered. Our people are results driven, tenacious and customer focused. If you think you have what it takes to be part of a successful team with an exciting future, please apply today!