



## Job Opportunity

### Production Team Leader, Buffer Preparation

Prometic Bioproduction Inc. (“PBP”) undertakes the development and manufacture of high-value plasma-derived therapeutic biosimilars for Prometic’s current and future clients in a state of the art facility.

Prometic Bioproduction Inc is experimenting a substantial growth. In order to assist with its operations expansion, the production department of PBP is looking for a Production Team Leader, Buffer Preparation. Under the supervision of the Production Manager, this individual will be responsible to direct the activities of employees engaged in manufacturing by dispatching and monitoring the work among the team. These activities include, but are not limited to coordinating, training, coaching and maintaining a positive work environment, and ensuring compliance with safety standards and established policies and procedures. The tasks included in this role are to be considered in addition to the tasks of the Production Technician, Buffer Preparation.

The typical HR activities as hiring, termination, disciplines action, retrogradation or appraisal of the other team members will be assumed by the Production Supervisor or the Manager

The mandate of the Production Team Lead, Buffer Preparation, will include:

- Perform all tasks related to the Production Technician position;
- Provide daily job assignments and coordinate execution of those tasks in relation to the buffer preparation activities;
- Monitor and ensure compliance by all personnel with cGMP regulations, Prometic policies, and SOP and Batch Record directions;
- Assist the Manager, Production with development and implementation of department policies and procedures;
- Develop and train Production Technicians: process through counseling and guidance. Ensure adequate training is provided to Production Technicians, Buffer Preparation in order for them to complete their job assignments;
- Effectively troubleshoot equipment during operation to ensure effective and efficient operations while maintaining high quality and service to the client;



- Interface with the Quality Assurance, Maintenance, and Materials Management to resolve production, supply, and equipment issues. Document issues through deviations and assist with investigations, as necessary;
- Coordinate the routine cleaning and upkeep of production areas and ensure compliance of those areas with cGMP regulations;
- Other related duties/responsibilities as required or assigned by the supervisor.

The selected candidate will hold a Collegial Degree (DEC or AEC) in pharmaceutical production combined with three (3) years of experience in a regulatory GMP manufacturing environment. Experience in protein purification is an asset.

The following criteria are also required:

- Good written and oral communication skills (English and French);
- Able to lead and direct a group;
- Deep understanding of buffer preparation and operations as well as a strong problem solving skills;
- Able to identify and resolve issues in a timely manner;
- Demonstrated a willingness to make decisions and able to apply proper judgment based on sound, accurate information;
- Flexible and able to maintain effectiveness when experiencing major changes in work schedule and priorities;
- Ability to handle multiple tasks and projects at the same time is a must;
- Excellent time management.

Prometic offers a competitive compensation, a flexible work schedule and a casual working environment.

To apply, please send a cover letter and copy of your resume to [hr@Prometic.com](mailto:hr@Prometic.com) with the following reference: PBP-Prod-1709. Prometic is an equal opportunity employer. **Only chosen candidates will be contacted for an interview.** For more information about Prometic, visit our website [www.Prometic.com](http://www.Prometic.com).