

Lead Compounder - Biocogent LLC, Stony Brook NY

Job Position: Responsible for the accurate weighing, checking and mixing of specific chemicals for product formulations; able to monitor a variety of mixing equipment and the accurate documentation and maintenance of production logbooks and records. Required to read, interpret and follow all departmental and company standard operating procedures (SOP's) and maintain accurate and timely records for each formulation batch. Lead Compounder must be mechanically inclined and able to meet the physical demands of weighing materials, transporting items on pallet jacks, and possess a strong attention to detail. This position will also support all cleaning and sanitizing functions occurring in the manufacturing and cleaning areas, and all other tasks deemed necessary by company management.

Specific Experience and Job Responsibilities:

- Performs all work in a manner that is consistent with the company's quality system and FDA good manufacturing practices (cGMP), including maintaining a clean, safe and orderly area at all times
- Performs, leads, and assigns the activities of compounding department to ensure performance expectations and production schedules are met timely and with the highest level of quality
- Reviews, identifies and resolves errors/discrepancies within the Manufacturing Instruction (MI) Packets
- Identifies and recommends new equipment and/or methods to improve productivity and capacity
- Collaborates with other departments to improve operations and participates in special projects as requested
- Conducts investigation on batching issues, incidents and deviations to assure that root causes are identified and appropriate corrective action actions are taken and/or implemented
- Sets-up, load, operate and monitor all manufacturing equipment during production.
- Working knowledge of chemical handling, blending, mixing, and related processes
- Machine operations using mixers, pumps, filtration and related processes.
- Verify all compounding employees have received necessary training and are following all applicable SOP's, Manufacturing Instructions, and cGMPs procedures
- Assist in cleaning/sanitizing all tanks, equipment and chemical containers used in the product formulation process in accordance with current SOP's and cGMP's
- Complete daily scale checks and calibrations of Scales and other test equipment

- Communicating and documenting compounding status in a multi-task operations.
- Transporting materials to and from warehouse using rolling carts and pallet jacks.
- Other duties assigned by Management

Knowledge, Skills, Ability:

- Ability to promote and participate in a team-oriented and collaborative environment
- Strong problem solving, analytical methods and technical skills
- Good understanding of FDA Good Manufacturing Practices Regulations (GMP's) and OSHA safety requirements
- Self-starter able to work alone with strong work ethic and positive attitude
- Strong communication (both written and oral), interpersonal, team building and organizational skills
- Must be able to understand and complete procedure documents in accordance with SOPs and MIs
- Ability to perform multiple tasks simultaneously and manage time efficiently and effectively
- High regard for accuracy and attention to details.
- Good time management skills

Requirements:

- Minimum High School Diploma or GED equivalent and experience 4+ years in a food, pharma, and/or cosmetic manufacturing environment.
- Excellent math skills required
- Ability to read (English) and interpret instructions required
- Working knowledge and comfort with metric units and conversions
- Knowledge of weights and measures and the ability to compare them required
- Strong computer skills (Microsoft Office)
- Strong mechanical aptitude
- Employee must be able to stand, walk and work with their hands for most of the day.
- Must be able to lift up to 50 lbs. and exert up to 20 lbs. of force constantly to move objects.
- Must operate equipment to assist moving inventory including push cart, hand truck, and pallet jack approximately 10% of each day.
- Must lift, bend, stoop, climb, and pull in the process of moving boxes and packages from one location to another.

Please send resumes to : Joseph Ceccoli at
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