

Blacksburg Location  
2001 Kraft Drive  
Blacksburg, VA 24060



Radford Location  
20 Corporate Drive  
Radford, VA 24141

**Job Title: Capacity Planning Supervisor  
(Effective: 04-30-2024)**

**Company Overview**

**TECHLAB®, Inc.** was founded in 1989 by scientists from the Virginia Tech Anaerobe Lab, one of the only three institutions in the world dedicated to the study of anaerobic organisms. In the late 1970's and early 1980's, research headed by Dr. Tracy Wilkins began on *Clostridium difficile* and its toxins.

Today the company is poised for high growth through private equity funding and develops, manufactures and distributes intestinal diagnostics worldwide retaining an emphasis on science and collaborations with universities. Products are focused in the areas of intestinal inflammation, antibiotic associated diarrhea and parasitology. Research continues on markers of intestinal inflammation, the toxins of *Clostridium difficile*, amebiasis and vaccine development. TECHLAB®, Inc. has ISO 13485 certification along with FDA registration. For more information, visit [www.techlab.com](http://www.techlab.com).

**Job Summary**

The Capacity Planning Supervisor is responsible for creating Standard Schedules with assistance from Capacity Planners for Biological Manufacturing and Kits & Consumable Manufacturing. They work across departments to achieve daily outputs over multiple product lines and act as the Operational lead on new product transfers to the manufacturing facility. The Capacity Planning Supervisor works to meet customer demands and expectations while leading a team. The Capacity Planning Supervisor reports to the Capacity Planning Manager and oversees Capacity Planners, and Operations Support personnel.

**Work Activities**

- Assist in problem-solving and encourage quality in products
- Monitor inventory, coordinate, and plan manufacturing to forecast and facility ability
- Use and understand Inventory Control System (ERP)
- Work across departments to coordinate ordering of all materials for Manufacturing
- Perform SCR, DCR, NCR, CAPA and any other Quality System documentation as needed
- Create, revise and review SOPs as needed via DCR to ensure accuracy
- Lead cross departmental meetings to achieve overall Quality Policy Objectives for Manufacturing Operations
- Recommend staffing requirements and train new employees
- Manage team deliverables, organize flexible work schedules, delegate projects and duties, and perform annual reviews
- Approve proposed changes as Document Circulation Requests (DCRs) and SCRs
- Assume the authorities and responsibilities of any absent team member

**Tools and Equipment Used**

Microsoft Office Suite

Ensur/Document Control System

Sage X3/ERP System

**Job Context**

TechLab maintains a climate-controlled environment for the job of Capacity Planning Supervisor when on site. TechLab offers flexible scheduling and remote work for this position. A typical workweek requires 40 hours. Overtime is occasionally necessary with or without advance notice.

**Minimum Qualifications**

- B.A. or B.S and 3+ years of experience in Manufacturing, Regulatory (FDA, ISO) and or Quality (Pharmaceutical or Medical Device Industries preferred)
- Associates and 5+ years of experience in Manufacturing, Regulatory (FDA, ISO) and or Quality (Pharmaceutical or Medical Device Industries preferred)
- High School Diploma and 8+ years of experience in Manufacturing, Regulatory (FDA, ISO) and or Quality (Pharmaceutical or Medical Device Industries preferred)
- Supervisory or Team Leadership Role, 2+ years of experience
- Use of Inventory Control Software (ERP), 2+ years of experience