

Blacksburg Location
2001 Kraft Drive
Blacksburg, VA 24060



Radford Location
20 Corporate Drive
Radford, VA 24141

Job Title: Production Lab Supervisor
5.22.24

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.

Job Summary

The job of Production Lab Supervisor entails overseeing the Production Lab which includes batching and dispensing. The Production Lab Supervisor will be responsible for training new employees on techniques and training current employees on new techniques. The Production Lab Supervisor reports to the Production Manager and oversees Production Lab Technicians.

Work Activities

- Ensure entire lab area is audit ready at all times
- Issue verbal and written warnings to employees in the production lab when necessary
- Oversee lab operations, processes, and procedures to enhance productivity and efficiencies to ensure adherence to the company's guidelines and procedures
- Provide recommendations regarding disciplinary action
- Monitor and ensure-production lab schedule in the batching and dispensing departments to ensure shipping needs are met
- Train all employees on new techniques
- Approve employee time off requests and time cards
- Perform Master Batch Record calculations to ensure there is enough serum on reserve
- Work with inventory control specialist to discard expired chemicals and ensure none are used in production
- Perform final review of all Master Batch Record prior to QA submittal
- Act as a problem solver to aid employees with any questions they may have
- Assess need for heat inactivated serum for solutions and set heat inactivation date at the appropriate time to decrease the risk of discarding it
- Perform heat inactivation of serum
- Fill in for batching and dispensing employees as necessary
- Communicate with maintenance team to get equipment repaired when necessary

- Initiate and follow through with non-conformance documents and defect notes
- Write and initiate new documents including Master Batch Record and other documents necessary for TechLab
- Write, review and initiate new documents and document change requests
- Work with inventory control specialist to coordinate the ordering of raw materials and consumables
- Monitor the completion of required monthly and quarterly cleaning duties as well as environmental testing associated with certain rooms in the production lab
- Complete annual performance reviews for employees
- Communicate closely with other departments such as Label Control, Biological Materials Production, Research and Development, Quality Control and Quality Assurance
- Act as liaison between lab employees and head of departments
- Complete lab safety training
- Write Non Conformance Reports for all accidents within the department
- Write Document Circulation Requests for outdated Master Batch Records

Tools and Equipment Used

Microsoft Office Suite

Basic Lab Equipment

Job Context

TechLab maintains a climate controlled environment for the job of Production Lab Supervisor. An employee in this position must be able to lift upwards of 50lbs. A typical workday is Monday through Friday 8:00 to 4:30 or 8:30 to 5:00. Overtime is occasionally necessary with or without advance notice.

Minimum Qualifications

B.A. or B.S. in a Life Science field

5+ years with supervisor experience in GMP/FDA environment