

**Siegfried USA, LLC.
Pennsville, NJ
Job Description**

Job Title: Director of Manufacturing
Department: Operations
Reports to: Sr. V.P./General Manager
FLSA Status: Exempt
Grade Level: 7C
Approved by: T. Renschler
Approved on: December 3, 2018

The employer reserves the right to amend or change this job description.

SUMMARY:

The incumbent is responsible for the overall management of manufacturing in a pharmaceutical intermediates and drug substance and drug product intermediates plant. Manufacturing is comprised of the wet trains and physical operations.

ESSENTIAL DUTIES, RESPONSIBILITIES AND ACCOUNTABILITIES:

- Is responsible for the safety of the plant employees and ensure that all plant operations are conducted in accordance with all applicable federal and state laws.
- Ensures that all new processes transferred into manufacturing are safe and in compliance with all relevant environmental regulations.
- Coordinates all production activities through supervision and delegation to ensure that all production requirements are met to schedule.
- Interfaces closely with the compliance department to implement all process validations, equipment qualifications, and rework/reprocessing activities.
- Interfaces closely with development to design processes that fit the manufacturing capabilities.
- Responsible for the identification and implementation of process improvements in the wet trains and dryer operations to increase cycle time, yield, labor utilization, efficiencies, process reliability, and production costs (operational excellence).
- Summarizes detailed information regarding campaign preparation and results and prepares executive summaries for plant management.
- Responsible for the employees, equipment, and the budget of operations.
- Manages exempt employees and non-exempt employees (including employees who are part of the collective bargaining agreement) including management of worker grievances resolutions, performance appraisals, talent management, etc.
- Core member of the company's negotiating committee for the collective bargaining agreement.
- Coordinates all DEA activities through supervision and delegation to ensure that all CFR regulations are met.
- Initiates and controls maintenance work and investment projects together with site support to maintain and upgrade the equipment.
- Coordinates all new/changing wet train production activities to assure that production objectives are met.
- Coordinates all aspects of production campaigns, including any necessary equipment modifications, start up, production, and equipment cleaning at the conclusion of the campaign.
- Reviews and approves any deviations or investigations associated with production.
- Reviews post campaign summaries for production campaigns.
- Manages implementation and adherence to all applicable DOT, IATA, IMO, SHE, DEA and cGMP regulations.

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- Ensures that personal and departmental moral, ethical, legal, and behavioral conducts are in compliance with the Siegfried Code of Conduct.
- Collaborates in the defining and structuring of strategic measures.
- Participates in defining and controlling strategic measurements and cost management.

SUPERVISION:

The incumbent directly supervises Director of Production (Wet Trains), Sr. Physical Operations Manager, 4 Shift Supervisors, Buyer, DEA Manager, and Training Specialist and indirectly supervises, Production a Manager, a Production Planner, a Warehouse Supervisor, 2 Production Administrators, as well as 62 Chemical and Physical Operations Operators and Warehouse Operators. The incumbent is responsible for the overall management of staffing, training, coaching, attendance, performance, and labor relations.

EDUCATION AND EXPERIENCE:

- Must have at a minimum a 4-year degree in chemistry, engineering or equivalent.
- Must have a minimum of 10+ years of experience in a pharmaceutical, fine chemical or petroleum processing plant, preferably in a batch production.
- Must have managed in a Union environment.
- Must have knowledge of plant maintenance and SHE regulations.
- Knowledge of cGMP compliance is preferred.

OTHER REQUIREMENTS:

- Must have excellent leadership and managerial skills (e.g. coaching, delegating, conflict management).
- Must have a strong focus on customer satisfaction, both internal and external.
- Must have excellent written and verbal communication skills.
- Must have excellent computer skills (MS Office).
- Must be a team player who shows initiative, flexibility, and energy.
- Must be a self starter and initiator.
- Must have a straight forward and assertive personality.
- Must be able to manage projects and prioritize appropriately.
- Must have good analytical and conceptual skills.

Siegfried USA will explore and provide reasonable accommodations to assist any qualified individual with a disability in performing the essential functions of his/her job. Please speak with HR should you require an accommodation or have any questions.

By the Incumbent

By the Direct Supervisor

Name of Incumbent

Name of Director Supervisor

Date

Date