| **JOB DESCRIPTION** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Department | : | Production | No of post | : | 01 |
| Designation | : | Manager / Sr. Manager – OSD Operation | Experience | : | 12- 15 yrs. |
| Qualification | : | B.Tech /B.Pharm/M.Pharm | Work Location | : | Minsk Belarus |

**Job Description:**

1. Candidate should have to work in coordination with the Plant head and oversee the Manufacturing activities
2. Candidate should know planning day-to-day activities, production schedules, execution & implementation of management plans.
3. Candidate should know about monitoring and ensuring right-first-time manufacturing activities as per plan while ensuring adherence to production-related policies & procedures and Quality & EHS standards.
4. Candidate should have sound knowledge regarding the major regulatory requirements and hands-on experience facing audits like Russia, USFDA, WHO, MHRA, MCC, TGA, ANVISA etc.
5. Details information of Area of Plant, Internal & External Audit, Budgets and Planning of Operations.
6. Details information of Process in Plant, Documentation, Machines in Operations.
7. Giving timely feedback to superior on deviations observed during manufacturing and packing activities and suggesting appropriate corrective & preventive actions.
8. Responsible for planning, coordination and control of manufacturing process to ensure that the products are produced efficiently, and the correct amount is produced at the right cost and level of quality.
9. Ensuring the production is cost-effective, on time and meeting quality standards.
10. Team Management - Performance Goal Setting for team, Review team performance. Ensuring optimum manpower utilization.
11. Candidate should have knowledge involved in regulatory and customer Audits.
12. Ensuring that documentation is maintained as per SOPs and other quality standards updated by the organization.
13. Candidate should know about approval of SOPs, BMR, BPR, Protocol, FAT, IQ, OQ, and PQ in the production department.
14. Candidate should know ensuring the capacity utilization of all equipment in Production areas.
15. Proposing & Implementing Product Improvement & Operational Efficiency improvement measures.
16. Resolve equipment troubleshooting issues quickly to maintain productivity goals.
17. Candidate should have participated in process validations, cleaning validation and equipment qualifications.
18. Provide technical knowledge in case of major facility up-gradation and ensure that the appropriate qualification and calibrations of the area and equipment are performed and maintained.