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# Example of Manufacturing Specialist Job Description

Our company is looking for a manufacturing specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manufacturing specialist

* Develop and implement any overarching initiatives
* Complete and obtain approval for purchase requisitions
* Follow all established lab procedures
* Formulate, develop, and implement a consistent training program for new hire training, on-the-job training and compliance in conjunction with manufacturing requirements
* Ensure requirements and documentation meet business and regulatory requirements
* Define measures of effectiveness for appropriate trainings
* Integrate training plans with Learning Management System
* Assist in developing and maintaining training metrics to drive performance improvements
* Training/teaching new and existing personnel in hands-on techniques associated with large-scale manufacturing procedures and identify, coordinate and train trainers to assist with the training function
* Identifying areas for training and developing educational items including online modules, workshops, instructional videos, and one-on-one training sessions

## Qualifications for manufacturing specialist

* Broad technical knowledge of cGMP systems and experience with leading investigations, writing deviation reports, owning change controls, and corrective actions
* Understands manufacturing processes
* Experience performing basic bacterial testing
* Machine tool programming experience
* Bachelors’ Degree in life sciences with more than 10 years of related professional experience
* Experience in Quality Assurance is desired