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# Example of Operations Associate Director Job Description

Our innovative and growing company is hiring for an operations associate director. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for operations associate director

* Ensures technical services areas and equipment meet all current GMP and all other regulatory specifications
* Responsible for continuous improvement in all operation processes
* Work with key stakeholders to lead the development of new and existing sample programs building a framework for strategic direction and oversight of all direct-to-physician mail programs, ensuring compliance and operational effectiveness
* Identify solutions that support and enhance the capability to track operational efficiencies and effectiveness of programs
* Proactively manage the performance of critical vendors and internal processes to ensure the quality of deliverables, adherence to both internal and external standards and to streamline day-to-day operations and increase efficiency
* Develop PDMA compliance training programs and materials as it relates to sample operations
* Develop and maintain stringent quality control process and measures that ensures the accuracy of all report information and data extracts
* Lead alignment efforts with internal departments to develop, implement, and maintain effective processes and documentation
* Conduct routine internal reviews and audits of vendor activities to assure ongoing satisfactory
* Prepare and recommends program operating budgets for approval

## Qualifications for operations associate director

* Responsible for the engineering modifications and retrofit activities at internal and external manufacture sites, remediation of facility-fit issues in support of external manufacture
* Strong understanding of cGMP commercial manufacturing and associated regulatory requirements, including proven experience supporting process and facility/equipment sections of BLA and MAA filings
* Support late-stage process validation activities for internal and external manufacturing facilities in support of Gilead Biologics programs
* Responsible for the design phase and/or engineering evaluation and improvement of clinical and commercial manufacturing facilities as needed
* Support internal and external quality audits and regulatory inspections
* Extensive experience in facility fit evaluation/remediation and successful technology transfers into internal and contract manufacturing sites