



Example of Operations Associate Director Job Description

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Our company is growing rapidly and is looking for an operations associate director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for operations associate director

- With Director and Senior Advisor, oversee logistics and related training content at annual and monthly coach peer review meetings with Director and Senior Advisor
- Other CPD office-wide responsibilities as needed
- The Associate Director GMP Operations is responsible for the operations and day to day activities for the GMP Pilot Plant area
- Review technical requirements to ensure alignment with business requirements and projects, providing constructive input and direction for blueprint consumed by operational teams
- Act as SME for Critical Response Team (CRT), providing diagnostics and corrective actions and engaging 3rd party vendors as necessary
- Provide timely incident reporting to IT governance and ensure post mortems for complex incidents are conducted
- Test and certify all new OS software releases
- Develop and implement the patient affordability and reimbursement programs specifics including patient free product assistance, commercial co-pay, quick start, and foundation donations
- Manage the implementation of patient affordability and reimbursement programs ensuring service provider meets timelines and provides quality deliverables
- Assist in the development and maintenance of program documents, such as policies and procedures, exception processes, and working instructions

Qualifications for operations associate director

- Is comfortable interacting with regulatory agencies as needed and possesses the ability to represent Gilead in public forums
- Demonstrates broad experience across areas such as manufacturing and understanding of parenterals, aseptic and BDS operations
- 10+ years of experience in the pharmaceutical industry and a BS or BA
- 8+ years of relevant experience and an advanced science degree such as MS, MD, PharmD, PhD or an advanced business degree such as an MBA
- Advanced degree preferred, MS and/or PhD
- 3 + years in a process engineering role preferred