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Mississauga, ON L5T 1V2
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JOB DESCRIPTION

JOB TITLE:

Laboratory Supervisor

PURPOSE:

Quality Assurance of Products by supervising a team to analyze materials, in-process batches, and products while ensuring adherence to all corporate and regulatory standards; leading or supporting Operational Excellence projects; monitoring performance with respect to waste, variation, compliance, safety, schedule, and cost and making improvements as required to meet or exceed targets.

RESPONSIBILITIES:

1. Maintains QC Laboratory Productivity by monitoring workload, maintaining and improving productivity standards, identifying peak and slack periods. Laboratory Supervisor should be able to make operational or staffing adjustments, managing issues that could impact the schedule and monitoring work in progress to ensure schedules are met.
2. Maintains Quality Results by enforcing quality and customer service standards also ensure compliance to cGMP. Laboratory Supervisor should be able to ensure SOPs are current, ensure training plans are in place and current, participate in regulatory and corporate audits, participate in and support OOS investigations, analyze and resolve quality and customer service problems. Laboratory Supervisor should be able to identify trends, recommend and implement system improvements.
3. Maintains QC Laboratory Information System by identifying information needs and problems, recommending improvements, ensuring appropriate training for employees, maintaining security and confidentiality and reporting lab performance metrics.
4. Implements new programs, tests, methods, instrumentation and procedures by supporting method transfers, proposing method improvements, participating and supporting projects and monitoring progress.
5. Maintains and Develops QC Laboratory Staff by recruiting, selecting and ensuring orientation and training of employees, maintaining a safe, secure and legal work environment and developing personal career growth opportunities. Laboratory Supervisor should be maintaining regular career development discussions with direct reports, planning, monitoring and appraising job results using PDP, providing coaching, counseling, mentoring and feedback to analysts and ensuring current training development plans.
6. Completes Operational Requirements by attending Production Coordination Meetings as required, negotiating service requirements and due dates, scheduling and assigning employees for routine and process validation requirements and approving and releasing analytical results as per schedule.
7. Maintain Professional and Technical Knowledge by attending workshops and training courses; attending in-house SOPs and GMP training as per company's Training Matrix; receiving training on the operation of laboratory equipment and systems.
8. Contribute to team effort by working in a team environment within the laboratory, assisting with initiatives and actively participates in projects and team meetings.
9. Maintains a safe and healthy work environment by following all safety policies, maintain a clean and orderly work area and reporting any potentially unsafe conditions within the workplace.

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

- Previous Managerial Skills with a minimum of **FIVE** year experience
- University Degree in Chemistry or related discipline.
- A minimum of **FIVE** year experience in a Pharmaceutical Laboratory **MANDATORY**.

Please, e-mail your resume to mail@chemipharmaceutical.com
or fax: (905) 670-8006

Only qualified candidates selected for an interview will be contacted.