



JOB DESCRIPTION

The nature of **LIN-ZHI INTERNATIONAL**'s business dictates that personnel must remain flexible with the ability to accept responsibilities within their educational and training levels. These may be different from those stated on their "Terms of Employment."

JOB TITLE:

Production Lead

RESPONSIBLE TO:

Production Manager

GENERAL DUTIES:

- Lead in the manufacturing of *in vitro* diagnostic drug of abused reagent kits by optimizing and formulating Enzyme Immunoassay (EIA), calibrator, and controls on clinical analyzers
 - Provides feedback to direct manager on work-related issues
 - Provides feedback to the manager on coworker's performance. May be involved in the performance evaluation process
 - Distributes workload; manages day-to-day workflow within the Production team; reports to manager or supervisor regarding completion of the workflow
 - Assist in implementation and oversee the work of Production team members assigned to specific project including identification of responsibility, establishing work deadlines, and coordinating the completion of activities
 - Oversee Production team in the absence of Production Manager
 - Provides advice and assistance on work techniques, best practices, and subject-matter expertise to coworkers
 - Provides training to new hires
 - May be assigned time-keeping authority for the Production team in the absence of Production Manager
- * Additional duties may be added as the need arises

SPECIFIC DUTIES:

- Participation in production of EIAs, calibrators, controls, enzyme conjugations, buffer formulation, and packaging of finished good products
- Oversee the rotation of major duties within Production:
 - General production rotation
 - Buffer rotation
 - General lab wash rotation
 - Filing rotation



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SPECIFIC DUTIES CONTINUED:

- Oversee the rotation of major duties within Production (continued):
 - antibody review
 - Monthly inventory of raw materials review
 - Clean-up rotation
- Oversee some Production projects (secondary vendor studies, stability studies, assay improvement projects, etc.) and coordinate project deadlines with manager
- Assist Production Manager in reviewing finished good inventory and raw material inventory
- Maintain predicate curve documentation
- Assist in updates of Production standard operating procedures and forms, manufacturing procedure instruction (MPI), and material specification sheets (MSS)
- Provide feedback on procedure development and protocol writing
- Primary in troubleshooting product/assay issues
- Assist Production Manager and Quality Assurance on maintenance and troubleshooting of instruments
- Assist other team members in solving daily technical problems
- Handle priority and custom Production projects
- Participate in regulatory audits
- Assist in the transfer of the first Production Transfer Lot from Development
- The primary point of contact in Production for other departments
- Communicate Production related issues to Production Manager
- Assist Production Manager during the hiring process
- Backup Production Manager to facilitate Production meetings and write up meeting minutes
- * Additional duties may be added as the need arises

QUALIFICATION & EXPERIENCE REQUIREMENTS:

- B.S. or M.S. in biology (or related) with 2+ years of experience or equivalent
- Applicants should be well-versed in the use of the internet, email, Adobe Acrobat, and the Microsoft Office suite (Word, Excel, and PowerPoint)
- Excellent writing and communication skills
- Excellent attention to detail and organizational skills
- Ability to work well in a team
- Maintain a good working relationship with various internal departments
- Demonstrate problem-solving and critical thinking skills
- Able to work in the cold room periodically, kept at 2-8°C (35.6 – 46.4°F)
- * After hiring, require to provide a vaccination record and/or confirm current Hepatitis B status.



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GENERAL ON THE JOB TRAINING REQUIREMENTS:

- Team time management
- Prioritizing tasks to meet deadlines
- Multitasking abilities

Lin-Zhi International, Inc. is committed to building a diverse and inclusive work environment that reflects the society and communities in which we are located. We are committed to diversity and actively seek out applicants from groups facing systemic inequities in the biotech world.

Lin-Zhi International, Inc. is an equal opportunity employer. We enthusiastically welcome and accept our responsibility to make employment decisions without regard to race, gender, sex, sexual orientation, gender identity, age, religious creed, color, national origin, religion, marital status, medical condition as defined under State law, disability, genetic information, military service, pregnancy, childbirth, and related medical conditions or any other classification protected by federal, state, and/or local laws and ordinances.