

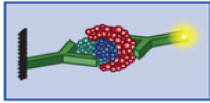
## **Production Administrator Job Description**

### **Summary:**

To support the administrative needs of the Production Departments.

### **Essential Duties:**

- Attend daily and weekly project and planning meetings. Take minutes, update electronic tracking reports and circulate as necessary.
- Assume responsibility of writing all technical documentation for the production departments (Protein Lab, Ramona Ranch, DKM, Cell Culture, R&D and others as necessary). Submit these documents via the SmartSolve system and track them to completion.
- Ordering and tracking of items for production departments including antigens for hybridoma development, media and components, tubing and cartridges for the bioreactors, CO2 and LN2 tanks, equipment, etc. Completing of Form 286 for items going to Tecate.
- Placing of POR for services provided by external suppliers (ex. IDEXX, QED, etc.).
- Ordering, tracking and coordination of activities related to new PAb programs. Schedule and hold periodic meetings to keep programs on track.
- Updating, tracking and filing of CLST's and coordination of the distribution for signature by the customer with CS Dept. Submission of PN request forms for new parts based on CLST.
- Facilitating and tracking (to ensure completion within 48 hours as required by the SOP) of MPPW's for new ascites orders received between CC, ICD, Bulk, Tecate Vivarium and Ramona.
- Updating and distributing of the weekly CC COR for Monday's Production Planning Meetings. Attend weekly PPM and represent Cell Culture and Tecate (Beckman mouse orders).
- Database entry into the R-Base system or other database system used for PAb production. Maintenance and distribution of monthly PAb Program Report and action item list.
- Assist in final batch record release to include submission of samples to QC and follow up for receipt of results and submission of packets to QA.
- Update, maintain and distribute the weekly CC meeting agenda to CC, Tecate Vivarium, Ramona and Bulk.
- Assist as needed in any administrative functions related to other Production Departments such as the Vivarium, MAb Production, Ramona Ranch, Protein Lab, DKM, SBI and Tecate CC.
- Lift up to 20 pounds.
- Regular, reliable and predictable attendance.
- Other related duties as requested.



**Job Specifications:**

- High school diploma or equivalent and 3-5 years related administrative experience.
- Valid driver's license, current proof of insurance and clean driving record.

**Equal Employment Opportunity (EEO):**

SLI is an equal opportunity employer and all employees are responsible for maintaining a discrimination and harassment free environment.