

Project and Operations Support Job Description

Summary:

To help in all activities required to accomplish a project. This includes but is not limited to plan, coordination and execution of the tasks required within the project.

Essential Duties:

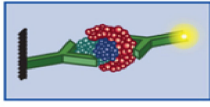
- Recognize the operational requirements of a project and whenever possible document them in a timeline or as a task list.
- Understand and apply the company policies and ethics while establishing the necessary tasks.
- Act as liaison with all of the internal or external personnel and/or departments that need to provide input to the project.
- Ensure that all the information and activities related to a task get properly tracked distributed, reviewed and archived with the affected department(s).
- Ensure that the proper documented closure is provided for a project.
- May be required to assist in projects or areas where the need arises as indicated by supervisor.
- Regular, reliable and predictable attendance.
- Other related duties as required

Job Specifications:

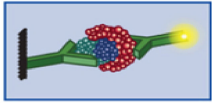
- Valid driver's license, current proof of insurance and maintain clean driving record.

The following characteristics are important for success:

- Strong team leadership skills; will lead by example and be willing to pitch in to get the job done.
- Credibility with subordinates, senior management, business partners, relevant agencies and customers.
- A bias for action; effectively develops and executes strategies and plans; demonstrates a track record of achievement.
- Excellent strategic thinking, including the ability to help define the direction of the laboratory and manufacturing organization in support of company objective and make the appropriate business decisions to get there.
- A comfort level with challenging others and having your own ideas challenged.
- The ability to set the highest standards of achievement and capable of assisting others to realize the same.



- The ability to set and adhere to the highest level of integrity, morals and ethics.
- A high degree of professionalism with the ability to be a high energy passionate champion for the company.
- An ability to build closely-knit teams and interacting effectively across disciplines.
- Sensitivity to customer requirements.
- Develop and execute the laboratory and manufacturing operations strategy commensurate with the overall plan for the company. Ensure alignment with customer needs.
- Implement continuous improvement initiatives to drive operations and ensure maximum productivity.
- Ensure systems are world-class and meet the needs of all internal and external constituencies with an emphasis on process, quality, productivity, budget control, and profitability.
- Develop and implement policies and programs designed to maximize capacity and ensure the highest quality at the lowest cost in a safe working environment.
- Develop and apply appropriate metrics for laboratory and manufacturing goals and objectives in terms of production output, cost, quality, budgeting and forecasting, as well as the ongoing results of continuous improvement initiatives.
- Create an organization that is flexible and adaptable with the ability to efficiently handle new science and technologies.
- Provide leadership to the laboratory and manufacturing organization to ensure that teamwork and morale are a fundamental component of world-class output.
- Create active development plans for the staff.
- Ensure processes are in place to allow transparency of laboratory and manufacturing metrics through management to the QMR team.
- Adhere to all GMP and ISO guidelines.
- To stay in close communication with subordinates and senior management to be available after hours, weekends and holidays for contact.
- Return all phone calls as soon as possible and certainly within the same day. On the rare occasion that you are unable to return a call for some reason then call no later than first thing the following morning. To keep your cell phone with you and turned on.
- Any time you are unable to report to work due to illness you must speak directly to the Director of Special Projects, if that person is not available then



- to Human Resources. It is not acceptable to leave voicemails, e-mails or messages with co-workers.
- To leave contact information with the Director of Special Projects and Human Resources when on vacation in the event you must be contacted.

Equal Employment Opportunity (EEO):

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