

Corporate	Employee Job Description
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1. Employee details:

First Name		Middle Initial	N/A	Last Name	
Hire Date		Department			
Location	110 Terry, 100 Campus	Job Title	Admin Support/data Entry	FLSA Status:	Non-Exempt
Role	N/A				
Sub role (If any)	N/A				

2. Role Purpose:

Primary responsibility is to provide administrative support and also to maintain formatting of all Departmental SOP, Protocols, Reports, and any other documents in Master Control. Maintain Document files, executed batch records, protocol and reports in a timely manner, while maintaining compliance with cGMP requirements, FDA, OSHA, EPA, and DEA.

3. Key Duties & Responsibilities:

- Provide administrative support to the manufacturing, packaging, CSV and quality departments.
- Maintain standard formatting of all departmental SOPs in Master Control.
- Maintain Document files, executed batch records, protocols, and report for easy retrieval whenever required for review.
- Periodic purge of documents.
- Prepare reports or provide data from Master Control.
- Support Document Control Room when required.
- Follow cGMP (current Good Manufacturing Practices), GLP (Good Laboratory Practices), 21CFR211.22, 21CFR211.28 and 21CFR211.170.
- Follow the OSHA (Occupational Safety and Health Administration) and EPA (Environmental Protection Agency) safety regulations.
- Research and gather information in a timely manner.
- Prepare, label, organize and maintain files.
- Follow all SOPs.
- Comply with FDA guidelines/Company Policies of Data Integrity
- Other duties as assigned

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4. Typical Supervisory Responsibility:

N/A

5. Education/Technical Competencies/ Certifications/ Licenses:

Technical competencies	<ul style="list-style-type: none"> · Experience in the Pharmaceutical industry a plus · Good Math and computer skills including working knowledge of Word and Excel · Good verbal and written English · Good interpersonal and communication skills · Administrative office experience preferred <p>Education/Certifications/Licenses/Other</p> <ul style="list-style-type: none"> · Associate's Degree in Science, business or related field preferred
Education/Certifications/Licenses/Other	<ul style="list-style-type: none"> • Associate's Degree in Science, business or related field preferred

6. Physical Demand and Work Environment:

a. Physical demands:

While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

b. Work environment:

N/A