

Job Description

PCP TnP – F&E (Facilities)

GCF Grade Level: 02/03

Site: Amgen Singapore Manufacturing (ASM)

Role Description

Amgen discovers, develops and delivers innovative human therapeutics. A biotechnology pioneer since 1980, Amgen was one of the first companies to realize the new science's promise by bringing safe, effective medicines from lab, to manufacturing plant, to patient. Amgen therapeutics has changed the practice of medicine, helping millions of people around the world in the fight against cancer, kidney disease, rheumatoid arthritis, and other serious illnesses. With a deep and broad pipeline of potential new medicines, Amgen remains committed to advancing science to dramatically improve people's lives.

This role will serve as support Facilities Manager for up keeping of ASM facilities with high quality and safety, executing facilities related projects.

Responsibilities:

- Key equipment/systems may include: Architectural work, building maintenance, clean room maintenance, fire protection system, security system, painting, docks, grounds, pest control, Staff Amenities, transportation services, janitorial cleaning, cGMP area cleaning, gowning services and etc.
- Establishes and operates a customer service feedback mechanism to address and timely resolve concerns raised
- Maintains facilities work order relating to routine or non-routine maintenance of facilities building maintenance
- Maintains high standards of cleanliness levels as required in various zones in compliance to QA requirements
- Coordinates and manages GMP services such as cleaning & pest control service program and follow up closely on any pest incident and investigation
- Coordinates schedules for operations, maintenance, and administrative staff on required basis for effective facilities program implementation and required enforcement
- Support and owns facilities services related Non-Conformance (NC) and Corrective Action and Preventive Action (CAPA)
- Manages facility improvement works and supports facilities related cost saving projects
- Manages all facilities soft services, couriers, stationery, meeting rooms, café, pantry, bus services, café operations, etc.
- Supports EHS walkdowns, punch lists and follow up actions.
- Manages all site activities within the plant, such as festive celebrations, making it a Great Place to Work
- Supports and execute Facilities Transformation initiatives and all other non-routine tasks assigned by Manager

Basic Qualifications

- Fresh Graduate, NITEC/Diploma/Degree in Engineering, Mechanical, Electrical, Chemical
- Familiar with documentation in a highly regulated environment
- Good interpersonal and communication skills with high computer literacy
- Strong customer-oriented personalities

Preferred Qualifications

- Fluency in communications skills, both oral and written, including presentation skills
- Interpersonal and facilitation skills necessary to forge consensus among competing client interests while ensuring objectives are met
- Ability to work independently and collaboratively
- Ability to tactfully negotiate and positively influence peers
- Strong analytical skills to identify potential improvement opportunities