

Job Description

Senior Material Coordinator

GCF Grade Level: 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 be working with a team of warehouse personnel that also liaise with Logistics Service Providers (LSP) to carry out warehouse and logistics operations such as receiving, inspection, sampling, storage, kitting, issuing, packing, inventory count, transportation and processing of incoming/outgoing documents. The ideal candidate shall have good experience in one or several core functions within the pharmaceutical industry (Manufacturing and Warehouse Operations). In addition, the candidate shall have a good understanding of the impact on GMP & Safety regulations, and a basic understanding of planning knowledge.

This role is within the Supply Chain organization of Amgen Singapore Manufacturing. The Senior Material Coordinator's key responsibilities is to carry out day-to-day Warehouse and Distribution operations as delineated below.

Responsibilities

Primary job duties include

- Perform receiving, incoming inspection and sampling operations for materials including but not limited to media, chemicals, excipients, hazardous materials, consumables and spare parts
- Pick, pack and kit materials per production pick list and issue the materials to Manufacturing per production schedule.
- Assemble and stage materials (including but not limited to Drug Substances (DS), DS Samples, Raw Materials Samples, Raw Materials, Hazardous Chemicals) per the shipment packing list and hand-over the goods to designated freight forwarder. Ensure shipping documents are accurate and in accordance with the shipping instructions.
- Conduct inventory counts as required and record the variances in accordance with the Operating Procedures. Ensure accurate data is transacted correctly for the inventory counts in the SAP system.
- Operate manual and powered industrial vehicles, including forklift and Very Narrow Aisle (VNA) for material movements in safe manner
- Store materials in accordance with its controlled storage requirements.
- Ensure entire work area and equipment is properly maintained and cleaned.
- Work with Warehouse Personnel and Logistics Service Provider on the proper and safe handling of materials and compliance with cGMP practices/procedures.
- Identify and report operational issues and process improvement opportunities to management.
- Represent Warehouse Operations in Department or Site Cross Functional Initiatives
- Identify and resolve operational issues in a safe, timely and compliant manner
- Identify and propose process improvement opportunities to management.
- The candidate must be adaptable and comfortable working in a fast-paced and dynamic environment.

Secondary job duties include

- Perform ID tests using Raman Laser and Near Infra-Red (Near IR) technologies.
- Perform visual inspections of packaging components.
- Work within an ISO class 8 & 9 cleanroom environments.

Autonomy

- Works under minimal direction and supervision
- Work is guided by objectives of the departments or assignment
- Refers to established policies and precedents as needed
- May set project timeframes and priorities based on project objectives and ongoing assignments
- Recognizes, escalates and resolves problems

Contribution

- Contributes to department/unit by ensuring quality of tasks/services provided by self
- Contributes to the completion of milestones associated with specific projects or activities within own department or workgroup
- Applies knowledge and understanding of customer needs and other internal/external contacts
- Establishes working relationships with others outside area of expertise
- Support warehouse and sampling primary processes by assessing, defining and implementing process changes in order to support commercial and clinical growth, maximize overall operations efficiency, ensure quality compliance and safety at acceptable cost.

Cross-functional tasks:

- Represents Warehouse in launch teams and external projects impacting raw material sampling or Warehouse
- Implements agreed warehouse process change initiatives in close collaboration with involved stakeholders

Departmental tasks:

- Maintains warehouse and sampling operations related performance metrics
- Analyses warehouse processes on efficiency, effectiveness, quality and safety and identifies areas for improvement
- Uses problem solving techniques (Operational Excellence) to determine root causes
- Revises controlled documents (such as SOP's, training materials)
- Maintains a close relationship with Quality to ensure compliance during implementation

SAP WM and QM:

- Performs Warehouse management and Quality management SAP transactions
- Maintains a close relationship with IS to resolve issues/errors, discuss enhancement proposals, prepare and execute release testing.

Basic Qualifications

- Diploma or Institute of Technical Education (ITE) graduate or equivalent
- Preferably 2 to 4 years of relevant experience with valid forklift driving license
- Proficiency in verbal and written English language skills,
- Ability to effectively communicate with the warehouse and cross-functional teams.
- Proficient with Microsoft Office Tools including Excel, Word, and PowerPoint
- Basic understanding of cGMP concepts and requirements
- Basic knowledge of Warehousing Process Flow
- Basic knowledge of SAP application

Preferred Qualifications / Competencies

- Minimal 1 years' experience in a highly regulated business environment (such as Pharmaceutical, Food or Chemical industry)
- Preferably 3 to 5 years of relevant experience with valid forklift driving license
- Good knowledge of SAP application and techniques including Work Standards, Kanban, 5S and Visual Management is add-on advantage
- Strong understanding of cGMP concepts and requirements

- Strong computer skills; ability to work with various software applications and troubleshoot minor systems problems
- Forklift/mobile equipment certification. IATA/DOT 49CFR hazardous materials transportation certification.
- Commercial Driver's License with Hazardous Materials endorsement.
- Good organization, problem solving and multi-tasking skills.