



Job Description: Manufacturing Trainee (Cell Culture/Purification)

Primary Objectives of the Job:

With direct supervision the individual will perform routine manufacturing operations, including but not limited to work functions in Cell Culture and Purification areas. Operates production equipment according to Standard Operating Procedures (SOPs) for the production of commercial and/or clinical products.

Primary Responsibilities Include:

80%

- Complete 8 Core Modules together with elective modules in Biologics conducted in Singapore Polytechnic and On-the-Job Training (OJT) with Takeda
- Execute routine production operations
- Learn and perform well-defined SOPs
- Pursue on-the-job training through Competency Assessments to increase knowledge and understanding
- Execute instructions and record data in the Electronic Batch Management (EBM) system if applicable
- Execute instructions and record data in the Master Batch Records (MBRs) and Master Formulation Records (MFRs) if applicable
- Attain operating knowledge of the Process Control System (PCS)
- Record data into logbooks and log-sheets
- Perform equipment monitoring
- Perform basic laboratory tasks including but not limited to sampling, pH and conductivity measurements
- Demonstrate aseptic technique in the handling of product and materials if applicable
- Propose document revisions
- Complete required training on time
- Carry out work in a safe manner, notifying management of safety issues and risks



10%

The individual will manage equipment and support facility related projects by

- Perform scheduled cleaning of equipment
- Assist in the assembly and disassembly of process equipment
- Perform standardization of equipment
- Perform basic 5S housekeeping
- Initiate Corrective Work Orders in the C3ME or equivalent system
- Support change over activities

10%

Staff Technical Training and Development

- Meet and maintain training requirements
- Develop and maintain personal development plan
- Provide annual performance self-assessment on development plan
- Complete required WSQ classroom facilitated modules conducted in Singapore Polytechnic
- Responsibility to adhere to any applicable EHS requirements.
- Commitment to a fair and respectful relationship to others and behavior in accordance with Takeda's Code of Conduct.
- Any other duties as assigned by supervisor

Education and Experience Requirements

- Diploma / Degree in Applied Chemistry / Biomedical Sciences / Chemical Engineering / Food Science & Technology / Biologics & Process Technology / Chemical & Pharmaceutical Technology/ Food Science & Nutrition / Molecular Biotechnology / Biotechnology / Chemical & Biomolecular Engineering / Pharmacy Science or related
- Nitec in Biotechnology / Chemical Process Technology or related more than 3 years of relevant experience in the biotechnology, pharmaceutical industry
- Excellent self-motivated team player with hands-on attitude and good communication skills
- Able to work on rotating shift

Key Skills and Competencies



Better Health, Brighter Future

- Ability to following written instructions in the form of Electronic Batch Management (EBM), Batch Records (MBRs, MFRs) and Standard Operating Procedures (SOPs) where applicable
- Possess good communication skills
- Possess basic troubleshooting skills
- Familiar with current Good Manufacturing Practices (cGMP)
- Basic documentation and basic computer skills
- Ability to wear personal protective equipment such as safety glasses/goggles, gloves and safety shoes
- Ability to gown and gain entry to biotechnology/pharmaceutical manufacturing areas.
- Ability to work in and out of 2-8 deg C Cold Rooms with appropriate personal protective equipment if required
- Ability to work in confined spaces if required
- Ability to work around chemicals (alcohols, acids & bases)