



## JOB DESCRIPTION

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### 1. JOB INFORMATION:

**TITLE:** Lyfocults Manufacturing Supervisor

**Department Name and ID:** Lyfocults Manufacturing

**Department Number:**  
(4 digits)

**Location:** Portland, OR

**Immediate supervisor title:** Site Director

**Job code:**  
(HR use only)

**FLSA code:**  
(HR use only)

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### 2. PRIMARY PURPOSE AND OVERALL OBJECTIVE OF THE JOB:

*(Briefly describe in one or two sentences the major/overall purpose of your job: why it exists and what are its major expected results)*

Responsible for manufacture of LyfoCults product line in accordance with company objectives and quality policies, direct supervision of assigned employees and technical direction of the department. Directs day-to-day activities of the department in meeting its assigned tasks.

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### 3. CONTEXT OF THE JOB AND MAJOR CHALLENGES:

*(Highlight the most significant aspects of the environment inside or outside bioMerieux, which may impact your job. Briefly describe the most complex problems critically involved in achieving the job's main accountabilities.)*

Significant issues which may impact the job.

1. Changing demand for product mix.
2. Quality issues with raw materials, finishing supplies and reference cultures.
3. Limited technical training of assigned personnel.
4. Maximizing equipment and process capabilities using lab-scale manufacturing processes.

Complex problems that are critically involved in achieving the job's main accountabilities.

1. Insufficiently detailed manufacturing procedures and in-process checks.
2. Incompletely defined in-process and finished product specifications.
3. Maintaining the LyfoCults manufacturing operation compliant with FDA and ISO regulations.
4. Adapting to sudden changes in finished goods demand and increasing overall capacity while continuing to meet all product quality specifications and requirements.
5. Providing a work environment that attracts and retains a fully-satisfied, qualified and trained workforce.

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**4. DIMENSIONS OF THE JOB**

*(Provide important data pertaining to the job, which best describe its size or effect on the business/State all figures on an annual basis. Specify currency used).*

Personnel: 4-6 assigned associates

Personnel and Controllable Expense Budget (2009) - TBD

Number of Different Products Produced: 700 different products

Unit Budgets (2009) in Vials/Tests: LyfoCults – 26,000 tests/kits

Throughput (2009) in Millions of USD: LyfoCults – 1.3 million

Duties will be carried out as part of a team committed to Quality Management, requiring interaction with personnel of other departments. Projects and studies may be conducted independently with minimal supervision. Work will be conducted in accordance with FDA, cGMP and ISO9001 rules and regulations. Failure to meet established guidelines could result in the loss of customers due to poor product quality. Failure to produce a quality product the first time would result in reworks, which could be costly to the Company.

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**5. MAIN ACCOUNTABILITIES**

*(List series of at least 5 to 10 principal accountabilities. First select the ACTION VERB that best reflects the direct or indirect responsibility of the job on the **end result**. Second, state the important end result to be achieved. Third, specify the **key actions**).*

1. Directly supervises 4 to 6 plus manufacturing employees.
2. Makes work assignments to meet manufacturing schedules and needs.
3. Ensures effective employee relations. Provides employee coaching and development. Resolves employee issues through problem resolution.
4. Assures that appropriate documentation and records are maintained.
5. Assures that manufacturing processes are carried out by reviewing batch sheets, verifying in-process specifications, and monitoring product acceptance or rejection by Quality Control.
6. Responsible for the training of employees on GMP, manufacturing directions, safety procedures and technical aspects of assigned duties.
7. Checks operating condition of equipment and initiates work orders and purchase requisitions as needed for maintenance and supplies.
8. Balances quality, productivity, cost, safety and morale to achieve positive results in manufacturing area. Works to continuously improve all processes.
9. Responsible for employee development and administering any corrective actions.
10. Daily communication with management on issues affecting production goals and product quality.
11. Completes annual performance evaluation for each employee supervised.
12. All other duties as assigned

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**6. KNOWLEDGE AND EXPERIENCE REQUIRED FOR THE JOB:**

*Provide details about the knowledge, skills, and experience required to fill the job, including those which would enhance job performance but may not be required.*

1. BS or MS in Microbiology or related scientific discipline.
2. Minimum 5 years experience in a FDA regulated manufacturing environment (Biotech Industry or Pharmaceutical Industrial experience preferred).
3. Knowledgeable in bacterial taxonomy and identification systems.
4. Demonstrated ability to exercise leadership, diplomacy, problem solving skills when coordinating and working with all levels within the organization.
5. Demonstrated ability to complete multiple tasks and projects on time and within budget in a fast-paced production environment.
6. Strong communication skills required both oral and written.
7. Strong computer skills, including proficiency in Microsoft Excel and Word.
8. Demonstrated knowledge of cGMP and OSHA requirements.

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**7. ADDITIONAL INFORMATION:**

*Provide important additional information that can help better understand the role and missions of the job.*

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**8. ORGANISATION:**

*Please attach a copy of you unit organization chart.*