

Lyophilization Services of New England, Inc.

Manchester, NH Facility

JOB DESCRIPTION

JOB TITLE: Quality Trainer	LEVEL: I
DEPARTMENT NAME : Quality Assurance	REPORTS DIRECTLY TO: VP of Quality

I. JOB SUMMARY –

Experienced training professional who has knowledge of cGMP policies and processes. Responsible for company wide training program.

II. JOB DUTIES –

1. Responsible for preparation of training materials, scheduling time to perform training and assessments. Provide classroom, small group, and 1:1 training.
2. Perform training maintenance activities including updating and creating curricula and training materials (assessments).
3. Coordinate and track training to determine compliance and training needs.
4. Conduct cGMP Annual Training.
5. Make recommendations and implement changes to policies and procedures as needed.

III. PREPARATION, TRAINING & EXPERIENCE – .

PERSONAL SKILLS & COMPETENCIES

- Excellent organizational skills.
- Detail oriented.
- Ability to multi-task.
- Word Processing.
- Knowledge of MS Office.
- Professional verbal and written communication skills.
- Bachelor of Science Degree and a minimum of three years in a cGMP environment with some experience conducting training.

IV. COMMUNICATIONS & CONTACTS –

Interacts with all departmental staff.

V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES –

Not applicable

VI. REPORTING RELATIONSHIPS –

VP of Quality, QA Manager

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Manager's Signature:

Date:

Vice President of Quality Signature:

Date: