

Production Technician

Dow Development Laboratories is a contract topical drug research and development service provider, with facilities located in Petaluma, CA. We are currently seeking qualified individuals for a Production Technician role.

Position Description:

The production technician is responsible for performing pharmaceutical product manufacturing and clinical labeling activities according to written batch records and DDL SOPs under strict FDA cGMP requirements. Production tasks primarily include formulation and filling of various topical gels, creams, lotions and ointment products, equipment setup and cleaning, and Production Room cleaning. Clinical material tasks include labeling activities such as applying labels to primary and secondary packaging, assembling boxes, cartons/kits and affixing tamper evident seals.

Essential Duties and Responsibilities:

- Perform formulation, filling and clinical labeling activities according to written batch records, SOPs and as directed by the supervisor.
- Perform routine maintenance and cleaning of equipment as well as periodic cleaning of the GMP production area.
- Responsible for careful use and accountability of all production materials.
- Assists in keeping equipment (mixers, homogenizers, weighing equipment, filling equipment) in good working order and troubleshoots equipment when needed.
- Documents work in a clear, accurate and timely manner in compliance with DDL SOPs and cGMP compliance requirements by completing forms, logbooks and production batch records.
- Assists in the identification of continuous improvement opportunities.
- Assists with maintaining inventory of consumable production area materials.
- Maintains a safe and clean work environment.
- Inspects clinical labels for accuracy and completeness.
- Based on production workload the production technician may be asked at times to support other departments with various non-production related projects.

Summary of Requirements:

- Knowledge/Experience/Education
 - At a minimum, candidates will have an Associates degree or 2 – 5 years of experience working in a related science (biology or chemistry) field. Preferred candidates will have a Bachelor's degree in a related scientific field with 2 – 5 years of experience in pharmaceutical production or formulation development.
 - Experience with pharmaceutical production and an understanding of cGMP operating principles and documentation practices highly preferred.



- Language Skills
 - Must be able to effectively communicate with the supervisor and project team members.
 - Good understanding of the English language, both written and verbal.
- Other Skills/Competencies
 - The ability to work with computers (including Microsoft Word and Excel) is required.
 - Experience with and ability to setup and operate general production/laboratory equipment (mixers, thermometers, hot plates, pH meters, weighing balances, etc.).
 - Able to use a calculator and perform common mathematical calculations.
- Physical Requirements
 - Candidates may be required to move items weighing up to 50 pounds.
 - Candidates must have sufficient manual dexterity to perform operations in a manner to provide precise and accurate results while working in a safe manner.
 - The Production Technician is required to stand for long periods of time and have suitable vision for performing detailed inspections.
- Working Conditions
 - Primarily in an ISO cleanroom area while donning smock/lab coat, gloves, safety glasses/goggles, hair/beard net and mask.
 - Handling and disposal of hazardous or caustic materials is required on occasion.

This is a full-time regular position offering a competitive salary and benefits package in a friendly work environment. Salary and grade level will be commensurate with experience and education level.

To apply, please submit your cover letter and resume to Human Resources via email at mmorelli@symbioresearch.com.

Dow Development Laboratories is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.