

## Bioprocess Systems Testing Coordinator

The BioProcess Institute is seeking a Bioprocess Systems Testing Coordinator who will be responsible for designing, performing, and reporting on a wide array of scientific studies involving single-use components, extractables, particulates, etc. The successful candidate must have excellent organizational, technical, and analytical skills. In addition, the candidate must possess the abilities to understand complex technical topics, communicate effectively, and complete assignments accurately and efficiently. The BioProcess Institute, a third-party testing, training, and consulting firm, performs tests which support pharmaceutical and biopharmaceutical operations for bioprocess drug manufacturers and equipment suppliers.

### Responsibilities

- Be the primary point of contact for bioprocess drug manufacturers, equipment suppliers, and in-house and contract testing organizations.
- Plan and evaluate process engineering experiments on single-use and multi-use bioprocess systems and components.
- Perform and monitor daily testing, collect and analyze data to recognize trends and identify/understand potential failures and/or variability, and proactively search for opportunities to improve and maintain data robustness and integrity.
- Create detailed test protocols and reports based on client's and industry's acceptance criteria and testing results.
- Develop and maintain work instructions and study documentation to ensure that processes and procedures are clearly stated in the correct format and can be accessed with minimal difficulty.

### Education and Experience

- B.S. in technical sciences; Chemical or Mechanical Engineering preferred.
- Biopharmaceutical/medical device experience preferred
  - General process, testing and/or equivalent technical systems (aviation/military) will be considered.
- Demonstrated experience with process and testing systems (bioprocess, pharmaceutical, and medical device are preferred).
- Proven analytical and problem-solving skills
- Microsoft Office Proficiency: Must be able to enter data into Excel and perform routine data summary operations as well as transfer charts and graphs from Excel into Word and PowerPoint.

## General

- This is a part time position with flexible hours averaging 20 hours per week. It is ideal for a parent returning to the workforce during school hours, a semi-retired person, or a part time college student. A full time option may be available for the right candidate.
- This is a key position in a small business with an opportunity to help the business grow. As it grows, this role can evolve accordingly.
- This position will provide the opportunity to become proficient with single-use and multi-use bioprocess technologies as you work alongside an industry expert and acquire exposure to many of the top component suppliers and end users in the biopharmaceutical industry.