

Technical Associate

The BioProcess Institute (BPI), a small biotechnology engineering and testing company with clients worldwide, is seeking a Technical Associate to assist with the design, performance and reporting of a wide array of scientific studies performed in-house and with the help of off-site analytical laboratories.

Requirements

BPI performs tests which support pharmaceutical and biopharmaceutical operations for bioprocess drug manufacturers and equipment suppliers. In order to accomplish this, the Technical Associate must be an adaptable professional who possesses sharp attention to detail as well as exceptional organizational, technical and analytical skills necessary to plan, perform and report on these tests. Proficiency in Microsoft Office (PowerPoint, Word, and Excel) is a must-have, as is the ability to perform routine data summary operations, numerically and graphically, using Excel.

Responsibilities

As a small company, tasks and responsibilities vary from day to day. The main responsibilities of the Technical Associate include, but are not limited to:

1. Be the primary point of contact for bioprocess drug manufacturers, equipment suppliers, and in-house and contract testing organizations.
2. Plan and evaluate process engineering experiments on single-use and multi-use bioprocess systems and components.
3. 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. Also, use measurement tools and coordinate their calibration when necessary.
4. Create detailed test protocols and reports based on client's and industry's acceptance criteria and testing results.
5. 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.
6. Collect and enter sample submission data into contract analytical lab portals.

Education and Experience

1. B.S. in technical sciences preferred.
2. Biopharmaceutical/medical device experience preferred
3. Demonstrated experience with process and testing systems
4. Proven analytical and problem-solving skills

General

1. This position is full-time, but flexible hours can be negotiated, including hybrid part-time option.
2. This is a key position in a small operation with an opportunity to help the business grow. As it grows, this position's role can evolve accordingly.
3. 401K Plan available.
4. This position will provide an opportunity to become proficient with bioprocess technology while working alongside an industry expert and receiving exposure to many of the top companies providing components to the biopharmaceutical industry.