

Cell Production Executive

1. Perform CAR-T cells manufacturing process from cells isolation from patient sample up until the release of the final product to the physician for infusion.
2. Perform Wharton's jelly stem cell manufacturing process from umbilical cord isolation, culturing, harvesting and cryopreservation of cells up until the release of the final product to the physician for infusion.
3. Responsible for the maintenance, cleaning and servicing as required by procedures and manufacturer specification.
4. Liaise with suppliers, order laboratory equipment, reagents and consumables related to manufacturing.
5. Maintains the inventory of lab supplies and submits purchase request for materials as needed.
6. Assist with general laboratory maintenance.
7. Generate report on manufacturing activity and document daily manufacturing operations in all forms and records as per cGMP requirement.
8. Maintains a safe and healthy work environment by following standards and procedures, complying with legal regulations.
9. Write, review and revise standard operation procedures.
10. Update job knowledge by participating in educational opportunities and reading technical publications.
11. Prepare, review and verify documents / records related to GMP.
12. Maintain and manage stocks for production.

Job Requirements:

1. Bachelor's degree in Science, Biology, Microbiology or related Life science discipline (Fresh graduates or with a minimum of 1 year of working experience).
2. Excellent written, verbal communication and teamwork skills.
3. Proficient in Microsoft Office Suites (Outlook, Word, Excel, PowerPoint) and learning new computer software systems.
4. Able to work on odd hours, weekends and public holidays if required.