Qualification level required: Degree

Logistics Executive

You will support the logistics operations to ensure timely and secure delivery of materials and products to customers.

You will have the opportunity to be exposed to the following:

1. Ensure timely delivery of materials and products shipment, with/including proper documentation.
2. Manage import and export permits and/or licences for cargoes and clearance. Ensure valid HS code is used for permits declaration and require licences are submitted compliant with local Customs Act and regulatory authority.
3. Perform investigation and root cause analysis of deviations and implement remedial action where necessary.
4. Co-ordinate and manage eCC.
5. Prepare and review relevant standard operating procedures
6. Responsible for operational safety.
7. Liaise with relevant teams to ensure timely completion of deliveries, and implementation of project, validation and changes.
8. Project Management.
9. Manage local Logistics Services Providers (LSP) by establishing KPI for performance management. Reviewing KPIs on a set frequency. Timely review and approve LSP invoices.
10. Budgeting, analysing and reporting in relation to logistics, eg. Freight cost forecasting.
11. Documents Management.
12. Monthly reporting of KPI and ensure optimal operational performance.

Basic role requirement:

1. Diploma/Degree in Business/Logistics/Supply Chain
2. Excellent communication, planning and co-ordinating skills
3. Meticulous and proactive individual
4. Good knowledge of MS Office
5. Relevant knowledge of SAP system would be an added advantage

Materials Planner

You will provide support to ensure reliable and timely supply of materials in accordance with the business and compliance requirements of GSK Vaccines, including:

- developing material requirement/replenishment schedule,
- helping to streamline, provide accountability and ownership for lifecycle management, change control and deviations pertaining to QA controlled incoming materials.

You will have the opportunity to be exposed to the following:

1. Manage material requirement planning - analyse and understand the users' material consumption needs, liaise with vendors on order management and ensure timely delivery of materials, tracking and managing vendor performance and managing invoicing issues due to quantity discrepancies.
2. Evaluate and provide disposition for incoming toll materials.
3. Accurate and timely update of material provisioning master data.
4. Change control and deviation management - Initiate, manage and own change controls, deviations and CAPA associated for new and existing QA controlled incoming materials in a timely manner.
5. Be the Process Owner for new incoming materials introduction and co-ordinate with local stakeholders and global counterparts to ensure timely and accurate implementation of new incoming material on site.
6. Support regulatory audits.
7. Project management.

Basic role requirement:

1. Diploma/degree in Business/Supply Chain or science discipline with strong interest in supply chain management.
2. Good knowledge of MS office. Knowledge of relevant SAP modules would be an added advantage.
3. Excellent presentation, communication, planning and co-ordinating skills
4. Meticulous, proactive and team player

Process Engineer

Provide process and technical support to both the process and logistics facilities to enable operations to deliver its operational objectives. Areas of support includes process optimization, validation activities, change management, deviation investigation and production project management to ensure that operations can continue to operate in compliance with Good Manufacturing Practice (GMP) and in an optimal manner.

Quality Assurance (QA) Executive (Quality systems)

The training role will be in the Quality Assurance (QA) department. The trainee will get to be exposed to and develop working knowledge in managing a site Document and Training Management System, which is a fundamental element of a pharmaceutical Quality Management System (QMS). Responsibilities of the trainee includes:

Document Management System

- Ensuring that documents and electronic Standard Operating Procedure (eSOP) system are managed in accordance with site procedures.
- Being responsible for participating and coordinating work activities for document control, including the maintenance of associated electronic systems and archive rooms.
- Issuing batch records in a timely manner to meet production schedules.
- Performing document compliance review as part of the document review process in eSOP.

- Participating in annual review of the Document Management System and drafting of the annual report

Training Management System

- Coordinating and supporting the site cGMP refresher program for up to 500 employees
- Being responsible for participating and coordinating work activities for training and document control, including the maintenance of associated electronic systems and archive rooms.
- Support annual review of Training Management System as required

General QA duties

- Supporting deviation investigations, change controls and CAPAs associated with the Document and Training Management Systems
- Participating in continuous improvements to work processes described above for Document and Training Management Systems
- Supporting document management activities during regulatory or corporate inspections
- Participating in self-audit exercises within the QA department

Qualification level required: Non-degree (NITEC/Diploma)

Operations Technician

Participate in preparation, operations and completion of assigned process stages to ensure the production of vaccines within established timing and quality standards. Ensure good housekeeping of the facilities so as to keep them in good operational order in line with current Good Manufacturing Practice (cGMP), safety and environmental requirements.

Basic role requirement:

1. Willing to work 12 hour shift or staggered 8 hour shift (depending on team)
2. Willing to work beyond working hours or come back during off day (Depends on process needs)
3. Able to work in cleanroom with full gowning (with no make-up, no accessories, no nail polish)
4. Required to stand and move about 70 – 80% of the time
5. Required to lift weight over 20 kg over short distance
6. Required to perform cleaning duties (20% of the time)
7. Incumbent must be able to identify color in order to check the quality of buffer as part of the vaccine manufacturing process
8. Due to the height of the machine at 1.60 m, this role requires the incumbent to be able to reach it.

Isolator Technician

Participate in preparation, operations and completion of assigned process stages to ensure the production of vaccines within established timing and quality standards. Ensure good housekeeping of the facilities so as to keep them in good operational order in line with current Good Manufacturing Practice (cGMP), safety and environmental requirements.

Basic role requirement:

1. Due to the isolator equipment that this role handles, you need to be at least 1.72m in height and has arm's length of 75cm.
2. Willing to work 12 hour shift
3. Willing to work beyond working hours or come back during off day (Depends on process needs)
4. Able to work in cleanroom with full gowning (with no make-up, no accessories, no nail polish, no eating, personal hygiene is very important)
5. Required to stand and move about 70 – 80% of the time
6. Required to lift weight over 20 kg over short distance

7. Required to perform cleaning duties (20% of the time)
8. Incumbent must be able to identify the color of the different types of alarms as part of the vaccine manufacturing process