



Manufacturing Coordinator/ Manufacturing Scheduler

Location: Rockville, MD [100% on-site]

Type: Full-time

On Demand Pharmaceuticals (ODP) (www.ondemandpharma.com) is changing the way we make and distribute medicines—by providing them to anyone, anywhere, anytime. We are creating innovative manufacturing platforms to enable our vision to produce critical medicines at the point of care and to secure the pharmaceuticals supply chain. As a young organization, ODP offers an exciting opportunity for passionate professionals to make a difference in the world while developing career paths for advancement.

Responsibilities:

- Identify and communicate internal/external constraints that may impact achievement of manufacturing department milestones
- Track and analyze manufacturing KPIs that drive accountability and improvement in manufacturing departmental metrics
- Oversee and manage manufacturing batch record documentation to ensure project deliverables are met
- Assist Inventory Management & Procurement teams by analyzing raw material and component usage requirements to support future production schedules
- Liaise with Quality Assurance department to ensure all manufacturing quality incidents, investigations, and are effectively resolved in a timely manner
- Coordination of raw material, in-process, finished product and investigative samples and data with Analytical and Quality Control teams. Align operational subject matter experts with standard operating procedural authoring, reviewing and approvals
- Coordinate with Facilities and Engineering groups to align cross functional department activities per operational timelines
- Identify manufacturing risks and develop mitigation plans and recommendations for corrective actions to secure production output
- Contribute to identification and development of process improvement initiatives.

Minimum Qualifications:

- Bachelor's or Master's degree and/or equivalent experience
- Minimum of 5 years' experience in pharmaceutical manufacturing environment
- Microsoft Office Suite (particularly Project and Visio)
- Basic computer networking skills

Preferred Qualifications:

- Understanding of deviation management, root cause analysis and CAPA implementation
- Experience with ERP, ELN, LIMS, EBR, EMS and CMS software

COVID-19 Vaccination Policy:

With limited exceptions, COVID-19 vaccinations are required for all ODP employees who work on-site at our headquarters. Employees must present proof of full vaccination (ex. CDC card) or submit exemption requests to the Director of People Operations within two weeks of new employment. Exceptions to the



policy are available only for those who need an accommodation for a qualifying medical reason or sincerely held religious belief or practice.

[Please click here to submit an application for this position.](#)

On Demand Pharmaceuticals is an equal opportunity employer. On Demand Pharmaceuticals does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including pregnancy, gender identity, or related medical conditions), sexual orientation, marital status, physical or mental disability, past or present military service or any other characteristic protected by law