NEW CHALLENGES.
NEW OPPORTUNITES.

Delivering First Class Clinical Packaging Solutions

CSM is a global company with five sites across the U.S. and Europe dedicated to clinical trial supplies. Our innovative solutions highlight our flexibility in managing our clients' clinical trials and allow us to efficiently and quickly deliver medicines to patients in need. Regardless of the size or complexity of the project, CSM will expertly manage the clinical supply chain.

CSM's only focus is clinical trial supplies, which means 100% of our infrastructure is dedicated to making sure our clients' investigational medical products are packaged, labeled, and shipped on time and with the highest regard for quality. CSM is designed to be agile, which for clients translates to confidence that CSM is ready to meet their clinical trial needs regardless of conditions.

We understand our work within the clinical trial process could not happen without our dedicated employees.

Our growing company is currently seeking a highly motivated and enthusiastic

Facilities Administrator

Main Responsibilities

- Responsible to ensure accurate calibration and proper maintenance of CSM equipment and systems in particular our Bottling and Blistering lines
- Understand and operate all equipment needed in the CSM facility and train others as required.
- Responsible for identifying and procuring equipment as needed.
- Create and implement equipment and facilities–related validation documents
- Develop Standard Operating Procedures (SOPs) procedures for CSM equipment and procedures for facility related processes
- Train on all related Standard Operating Procedures (SOPs) and company policies, while ensuring compliance with federal, state and local laws and regulations
- Analyze, identify, and modify work processes to increase efficiency within the facilities and packaging departments
- Monitor and maintain the overall appearance and comfort (temperature control) of the facility
- Conduct safety training and monitor employees to assure safety and security policies are being followed
- Participate in staff and other company meetings as required
- Work directly with technical suppliers, manufacturing groups, vendors, consultants and outside resources
- May perform On–Call responsibilities including response to alarms and taking corrective action to resolve the situation
- Take responsibility for personal skill development in continuing to learn current pharmaceutical standards and industry trends
- Know, understand and comply with the company's standard operating procedures and policies
- Perform other related job duties or responsibilities as assigned

Education and Experience

- 1–2 years related facilities work experience in a GMP environment
- Validation and calibration methodology knowledge preferred
- Knowledge and functional understanding of temperature monitoring, security, and fire prevention systems
- HAZMAT certification and OSHA regulation knowledge is desired
- High School diploma or GED

This position is based in Malvern, PA

CSM®

At CSM, we provide competitive compensation and a complete benefits package. If you have the desire to work hard and play your part in making a different in the lives of patients participating in clinical trials, we want you to apply by submitting your resume today through Indeed

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Skills

- Detail oriented and self–motivator who takes the initiative to work independently and with the team
- High regard for confidentiality in dealing with all clients, proprietary and pharmaceutical related information
- High level of interpersonal and communication skills to work effectively across the organization and outside the organization
- Self–motivated with exceptional time management skills to prioritize work and meet deadlines
- Ability to develop effective working relationships with associates at all levels to influence others and foster a cooperative work environment across the organization
- Ability to plan, develop and coordinate multiple projects and make sound decisions
- Basic knowledge of Microsoft Office products

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