

ALBANY MOLECULAR RESEARCH, INC.

Position Description

JOB TITLE: GENERAL MANAGER & SITE HEAD, RENSSELAER

Status: Exempt

Department: Manufacturing

SUMMARY OF FUNCTIONS

The General Manager & Site Head of our Rensselaer, New York API Manufacturing facility will provide strategic oversight and leadership direction within the site. This position is responsible for optimizing processes, driving continuous improvement and ensuring that products are manufactured in an efficient, safe and quality manner, adhering to strict industry compliance. The leadership and development of the current and potential leaders within the site is a key focus for this position. This role will be responsible for maintaining a culture exemplifying effective communication and collaboration.

MAJOR DUTIES AND RESPONSIBILITIES include the following.

1. Manages the P&L statement for the largest API facility in the organization.
2. Represents the site as the Development lead for timely and efficient execution of new product lines.
3. Must function in a highly matrixed organization to drive tasks to completion.
4. Interacts routinely with customers during development and routine API programs.
5. Represents site lead in all federal agency inspections (FDA, DEA, Homeland Security, OSHA) and customer audits
6. Develop and execute strategic, operational, and manufacturing process plans that ensure the reliable production and delivery of high quality API products.
7. Lead and mentor leadership team members, facilitating a culture that motivates employees.
8. Exhibit safety awareness and safe work practices. Protect employees and visitors by maintaining a safe and clean working environment.

9. Lead the planning, budgeting, cost monitoring of the Manufacturing department including the Annual Operating Plan.
10. Ensure continuous improvement culture and implement lean manufacturing techniques and cost reductions programs.
11. In collaboration with Operations Leadership, establish metrics and measure and report against same.
12. Ensure on-going process and manufacturing capability improvement. Manufacturing and engineering policy development, installation and maintenance.
13. Ensure plant and equipment preventative maintenance programs are effective.
14. Recommend and implement methods to increase the quality of products and/or services.
15. Participate in self-development activities and training of others.
16. Perform other related duties as may be reasonably assigned in the course of business or as requested.

QUALIFICATIONS

Education, Experience, Skills

- Bachelor's degree in Chemistry and/or Chemical Engineering or related field
- 10+ years' experience managing a manufacturing environment; specific understanding of API manufacturing preferred
- Must have strong communication, change management and managerial skills
- Strong knowledge and demonstrated implementation of Compliance Management – cGMP, technical operations, and quality systems
- Operational Excellent certifications preferred: Green/Black Belt, Lean manufacturing