



Cleanroom Manufacturing Supervisor

About MaxCyte:

MaxCyte is a leading provider of cell-engineering platform technologies to advance innovative cell-based research, development, and commercialization of next-generation cell therapies. The company's existing customer base ranges from large biopharmaceutical companies — including 20 of the top 25 pharmaceutical companies based on 2020 global revenue — to hundreds of biotechnology companies and academic translational research centers. MaxCyte has granted 14 strategic platform licenses to commercial cell therapy developers that allow for more than 75 clinical programs. Founded in 1998, MaxCyte is headquartered in Gaithersburg, Maryland, US.

Job Summary

The **Cleanroom Manufacturing Supervisor** will be responsible for supervising the production process, establishing the production schedule, and the selection, development, and evaluation of manufacturing personnel to ensure efficient operation. The Cleanroom Manufacturing Supervisor will spend at least 75% of their time in the cleanroom and will report to the Director, Manufacturing and Technical Operations.

Job Responsibilities

- Ensure that all Cleanroom manufacturing personnel maintain the highest level of quality workmanship, productivity, and all activities are conducted in compliance with Standard Operating Procedures (SOPs) and Manufacturing Batch Records outlined in MaxCyte's Quality Management System (QMS).
- Tracking and analysis of production metrics. Drive operational excellence for the cleanroom manufacturing process and implement actions for continuous improvements.
- Collaborate with other departments to ensure efficient manufacturing operations.
- Ensure all cleanroom production areas, equipment, air quality, and data are maintained and comply with ISO and internal requirements.
- Maintain all clean room equipment through preventative maintenance schedules.
- Forecast production, plan, and create scheduled jobs using ERP system.
- Generate purchase orders to support the cleanroom and production. Purchase and qualify manufacturing assembly and test equipment.

- Monitor all Process Assembly Disposables parts and packaging inventory levels.
- Perform manufacturing operations as needed or when short staffed. Fabricate and package Process Assembly (PA) Disposables and Sub-assemblies following engineering drawings, written assembly instructions and oral instructions.
- Perform all duties within the Cleanroom utilizing and wearing approved Personal Protective Equipment (PPE) garments.
- Utilize hand tools and/or equipment, such as, cutting tools, solvent bonding dispensers and packaging sealer in the assembly process.
- Ensure daily/weekly/monthly cleaning and maintenance processes for the Cleanroom.
- Write procedures and work instructions for manufacturing and operations processes.
- Develop and maintain training program for Cleanroom personnel.
- Complies with all applicable health, safety, and environmental policies.
- Other responsibilities as assigned.

Job Qualifications

- **Education:** Bachelor's degree or High School diploma or equivalent with appropriate training and demonstratable experience.
- **Experience:** 3-5 years of experience in production with Team Lead and/or supervisory experience in a clean room environment.
- Ability to perform duties using written and oral instructions in English language.
- Ability to safely lift up to 38 pounds.
- Ability to perform manual dexterity with small parts, repetitious assembly.
- Ability to stand or sit for prolonged periods of time.

MaxCyte, Inc. is an equal opportunity employer. To apply, please send your resume and/or cover letter to careers@maxcyte.com. Please reference **Cleanroom Mfg Supervisor** in the subject line.