The Calibration Coordinator reports directly to the Team Leader, Team Manager or Director. This position is non-exempt. Up to fifty percent travel may be required.

Expectations:

The role of the Calibration Coordinator involves calibration and maintenance technical service activities as well as coordinating calibration schedules and workforce allocation. Expectations include parts planning and ordering, calibration scheduling, identifying resource needs to keep activities on time and client interactions. The Calibration Coordinator must build a high level of trust with the clients and provide customer service as the liaison between PCI and the client for calibration tasks scheduled.

The Calibration Coordinator is expected to perform calibrations if needed, and be able to discuss calibration principles and procedures with clients in an advisory role under the guidance of their Team Leader, Team Manager, or Director.

Responsibilities / Assignments:

- Ensure accurate and timely documentation.
- Review calibration and maintenance activities and schedule needed work within the team while coordinating with clients as needed
- Use calibration knowledge to detect inconsistencies with scheduled work and advise client when there are discrepancies.
- Communicate with Technicians or Specialist with technical requirements to complete the job at hand.
- Plan and schedule any Test Standards to the technical requirements of the procedure required.
- Provide assistance to Storeroom and/or Operations, ordering, inventory control, and communication.
- Seek innovative ways to deliver better value to clients in a highly professional, profitable manner.
- Works with purchasing, marketing, production and finance departments to ensure proper purchase of additional instruments and materials that meet required specifications.
- Work with ERP system production planning modules, Maximo, SAP, EAM or equivalent
- Track and deliver inventory, materials and instruments.
- Perform critical material tracking and recovery to ensure that customer on-time deliveries are achieved.

Skills Required:

- Thorough understanding of calibration concepts and requirements including accuracy testing, traceability, and substitution of standards in a regulated environment.
- Direct experience performing calibrations.
- Exceptional Computer Maintenance Management (CMMS) skills
- ERP system and MRP modules experience required (preferably Maximo).
- Work with multiple deadlines and departments for coordination of work and standards in use.
- Independent thinking skills, able to problem solve based on compliance and regulatory needs.
- Effective interpersonal skills required to successfully interact with cross functional teams.
- Excellent verbal and written communication skills are relied upon in all areas of responsibility.
- Must be highly flexible and adjust to rapidly changing priorities.
- Proficiency with Microsoft Office products is required.
Experience & Education Required for Calibration Coordinator:
A two-year degree in Life Science, Engineering, or Business Administration, other related field, or equivalent military training and four years of applicable calibration and maintenance experience in an ISO, cGMP manufacturing environment or the equivalent combination of education and experience. Quality System/pharmaceutical experience is required.

Approval: ___________________________ Date: ___________________________

Wm. Andy Ferrell, President, PCI, LLC