Clinical Manufacturing Services

**Job Description – GMP Facilities Coordinator**

**Job Title: GMP Facilities Coordinator**
**Reports to: Facilities Engineering Lead**
**Location: Cheadle Royal Business Park, Cheadle (onsite every day)**
**Hours: Full time 37.5 hours per week**

**Job Purpose:**
As the GMP Facilities Coordinator, you will play a vital support role in ensuring the day-to-day operational readiness of the Seda Clinical Manufacturing Services (CMS) facility. While not a technical or manufacturing role, your contribution will be key to maintaining a compliant and professional GMP working environment. You will support the wider team by helping manage consumables, cleanliness, stock control, and general facility coordination.

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**Key Responsibilities**

- Support the daily running and upkeep of the GMP manufacturing facility, including cleanrooms, plant areas, and general working spaces.
- Monitor and maintain stock levels of critical consumables, cleanroom gowns, lab coats, PPE, and office supplies, ensuring timely reordering.
- Coordinate and receive deliveries, check goods in, and ensure correct storage and documentation.
- Perform routine walk-round inspections of plantrooms, cleanrooms, and facility areas to identify and escalate any issues or non-conformances.
- Carry out basic routine maintenance checks such as weekly tap flushing, temperature recordings, emergency lighting tests, and other low-level facility checks in line with site procedures and safety guidance.
- Oversee or assist with facility cleaning schedules, including preparing rooms for cleaning, liaising with cleaning staff, and performing cleanroom cleaning tasks when required.
- Maintain tidiness, orderliness, and cleanliness across the facility in line with GMP expectations.
- Perform basic administrative tasks such as filing, scanning, and updating facility checklists or logs.
- Ensure stockroom areas are kept clean and well-organised.
- Support coordination of laundry services for cleanroom garments.
- Escalate facility-related issues promptly to the Facilities Engineering Lead or other responsible staff.
- Provide a visible presence around the facility to support operational teams with ad-hoc requests that contribute to the safe and efficient running of the site.

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**Person Specification**
**Essential:**

- Strong sense of responsibility, reliability, and attention to detail.
- Ability to follow procedures accurately and consistently.
- Comfortable working in a cleanroom or regulated environment.
- Professional, tidy, and organised with a pride in maintaining high workplace standards.
- Good verbal and written communication skills.

- Able to work collaboratively with different teams internally and external contractors.
- Physically able to move between facility areas and perform manual tasks such as stock handling.
- Flexible and proactive, with a willingness to take ownership of day-to-day facility duties.
- Basic computer skills for logging and tracking stock or completing simple records.

Desirable:

- Previous experience working in a pharmaceutical, healthcare, or GMP-regulated environment.
- Experience with stock control, deliveries, or working in a cleanroom/support service role.
- Understanding of the importance of compliance and good housekeeping in regulated settings.