



Position: Manufacturing Technical Writer

Location: Maryland Heights, MO

Summary of Position

The Technical Writer will work in a dynamic organization in the Cold Products Focus Factory. This role has the responsibility for supporting projects and maintenance of business action items related to Curium's business strategy in the space of sterile drug manufacturing including reactor and cyclotron derived new products.

Work Schedule: Monday - Friday 7:00am - 3:30pm

Essential Functions

- Utilize technical writing strategies to ensure content of documentation is clear, concise, and complete.
- Author and revise technical documentation including facility and equipment SOPs, batch records, specifications, and training documents.
- Author and manage change controls as necessary to implement new procedures as well as revisions to documentation and SOPs to facilitate launch of new products.
- Participate in process and equipment testing to learn systems being documented.
- Complete deviations, CAPAs, change controls, document revisions and training activities to meet quality system requirements and timelines.
- Coordinate with New Product Development and New Product Initiatives for product/process documentation requirements.

Requirements

- Bachelor Degree or equivalent work experience required.
- 3+ years of related professional experience preferred.
- Must be able to communicate clearly in English and have solid communication skills including grammar and composition.
- Demonstrated understanding of GMP / cGMP regulations.
- Skill in communication, written and verbal with the ability to interact with cross-functional teams.
- Proven time management skills and a strong attention to detail.
- Proven ability to manage and coordinate multiple projects in a fast-paced, highly professional environment.
- Ability to work well with others and independently.
- Able to read, understand and follow work instructions in a safe, accurate and timely manner.

- Proficiency in computer skills and experience with Microsoft Word, PowerPoint, and Excel.

Working Conditions:

- Standard office environment, willingness to work in a plant producing radioactive materials and requiring all employees to participate in safety programs designed to minimize potential and/or actual exposure levels.
- Must be willing to wear a variety of personal protective equipment.
- Responsibilities also include the ability to lift, walk, bend, stoop, push, pull, reach, and climb stairs with or without accommodation.
- Must possess good hand-eye coordination.
- May be required to work weekends and holidays to support operations.
- Some gowning may be required to enter laboratory areas.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

Equal Opportunity Employer

Curium is an equal opportunity employer and believes everyone deserves respect, dignity and equality. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.