**Last updated: 2/3/2022**

**Job Title: Cell Therapy Manufacturing Associate**

**Job Summary:**

Cellular Biomedicine Group Inc. (CBMG) is a wholly owned subsidiary of CBMG Holdings. We develops proprietary cell therapies for the treatment of cancer and degenerative diseases. CBMG operates a state-of-the-art facility in Rockville, Maryland with five GMP rooms in order to augment its global research and development capabilities and to support clinical development of multiple cell therapy platform technologies in the US. We are on a rapid growth trajectory and have a highly energized and accomplished team driving to new frontiers of care for cancer patients. CBMG is seeking a Manufacturing Associate to join the Technology & Manufacture team.

**Responsibilities and Duties:**

* Perform and/or verify all tasks associated with the manufacture of cell therapy product following batch records and standard operating procedures (SOPs) to ensure safe and compliant operations.
* Work as part of a team to execute GMP production runs in close collaboration with Materials Management, Quality Control and Quality Assurance.
* Perform set-up, operation, cleaning, basic maintenance, and break down of simple/routine equipment as per applicable SOPs.
* Draft new and revise existing manufacturing batch records/SOPs/work instructions to support process improvements and maintain cGMP compliance.
* Work in a cleanroom environment that will require a gowning process.
* Raise processing and equipment issues in timely manner to manufacturing management and actively participate in troubleshooting.
* Participate in technology transfers with CBMG internal groups.
* Complete required training assignments to maintain necessary technical skills, knowledge and to ensure compliance with cGMP requirements.
* Assist in the development of SOPs and batch records.
* Maintain appropriate inventories of material and supplies within the cleanroom areas to support manufacturing activities.
* Other duties as assigned.

**Qualifications and Requirements:**

* Bachelors or master’s degree, preferably in biology, immunology, cancer biology, or other related disciplines, with 1+ years working experience.
* More than 1+ years of GMP experience is preferred; pharmaceutical, biotechnology or other similar manufacturing environments are preferred.
* Previous training and experience in cell culture, aseptic technique or operations in a biology lab is preferred.
* Experience handling and culturing live cells, including T cells is preferred.
* Rigorous adherence to SOPs and cGMP regulations with the ability to accurately complete documentation associated with the manufacturing process in a timely fashion is required.
* Skilled with Microsoft Office suite of products.
* Ambitious and willing to accept temporary responsibilities outside of initial job description.
* Comfortable in a fast-paced small company environment, able to adjust workload based on changing priorities.

**Why You Should Join CBMG**

* Join a high growth and fast paced organization
* Defined career path and annual performance review and feedback process
* 100% company-paid Medical, Dental, Vision insurance
* Company 401K match up to 6%
* Paid holidays, sick leave and annual leave