

Job Title: Manufacturing Technician I **Department:** Operations / Packaging

About Vector Laboratories

Vector Laboratories is seeking a talented and highly motivated individual to join our growing team. As an organization known for its culture of service, reliable products and unmatched technical expertise, our employees are passionate about the impact and quality of their work. The opportunities we provide to work collaboratively and build trusting relationships in a team-oriented environment make Vector Laboratories an ideal place to learn, flourish and contribute to scientific advancement. We genuinely value diverse perspectives and ideas and strive to demonstrate how this approach results in success. With nearly 50 years of history, Vector Laboratories boasts an unparalleled reputation in protein labeling, detection, and conjugation. Our recent mergers and acquisitions have significantly expanded our portfolio, serving the biopharma industry, academia, life science tools, and diagnostics, providing comprehensive solutions to the life science industry. We are looking to take Vector Laboratories to new heights and hope you'll consider joining our globally impactful team!

Job Summary

The Manufacturing Technician fills bulk reagents into final container bottles and prepares kits of multiple reagents. This includes obtaining bulk reagents from production, printing bottle and container labels, allocating reagent into containers, assembling and capping containers, packaging multiple reagents into a single container, and placing finished product into inventory.

This position reports to the Fill/Finish & Shipping Manager.

Competencies Identified for Success

Attention to Detail	Consistently follows SOPs and batch record documentation with precision; understands that accuracy in labeling, filling volumes, and kit assembly directly impacts product quality and downstream customer outcomes.
Safety & Quality Mindset	Demonstrates a commitment to maintaining a clean, safe, and organized work environment; understands and applies GMP principles and health and safety guidelines in daily tasks without prompting.
Reliability & Accountability	Shows up prepared, meets production commitments, and takes ownership of assigned tasks through to completion; communicates proactively when issues arise rather than waiting to be asked.
Teamwork	Works cooperatively within the team and across departments; shares information, supports colleagues during high volume periods, and contributes to a positive and productive floor environment.

Responsibilities

- Organizes and delegates the daily activities of the department and ensures adherence to ISO 9001/2015 procedures
- Reports/monitors established Key Performance Indicators (KPIs)
- Communicates with the manager and other departments about the needs of the Fill/Finish department and provides support on the needs of other teams/departments
- Perform builds as needed to assist the department with on-time delivery (OTD)
- Escalates all issues (equipment, personnel, process, etc.) to supervisor/manager and appropriate support teams
- Enforces structure and order within the lab, providing guidance to team members with all lab-related questions or concerns
- Troubleshoots issues involving paperwork and processing
- Revises documentation according to document control practices
- Leads the Fill/Finish team in the manufacturing of sub-assemblies and finished goods
- Reviews records and performs some work orders/release
- Ensures timely delivery of product and executes schedule
- Assists in training of personnel
- Monitors and aides in progression of projects involving process improvement
- Maintains a clean, orderly, and safe work environment following health and safety guidelines
- Performs other duties as assigned

Job Qualifications

- 1-3 years of fill/finish production environment
- Ability to consistently push manufacturing workflow to meet deadlines
- Good problem-solving skills, a strong sense of urgency, and keen attention to detail
- Excellent verbal and written communication skills
- Proficient in Microsoft Office
- Experience in an ERP system, NetSuite experience preferred
- Proactive, interpersonal & organization skills

Compensation

The anticipated hourly range for this position is \$23.00 - \$26.00 The hourly offer will depend on multiple factors which may include the successful candidate's skills, experience, and other qualifications.