

# Taconic

## Manager Animal Production

We are seeking a Manager of our Embryo Transfer and Cryopreservation Operations, which include management of a laboratory and animal breeding facilities in Germantown, NY.

### Duties

This position is responsible for coordinating and overseeing the equipment, workers and breeding programs for various colonies of mice and rats as well as overseeing the ET and Cryo Lab. The position assures compliance with all Taconic Standard Operating Procedures, Safety Regulations and Health/Genetic Quality Standards pertinent to maintaining animal lines and operating animal and laboratory facilities. This position has programmatic responsibilities including but not limited to production, hiring, training, employee development and planning. This position oversees all aspects of department operations and its interaction with other departments in the rederivation and cryopreservation of multiple strains and stocks of mice by performing the following duties personally or through subordinate supervisors.

Specific duties include the following:

- Make efficient and effective use of resources to achieve company objectives.
- Plan and estimate future needs of animal and laboratory space, employees, supplies and equipment.
- Assure and verify accurate and timely entry of production data into the Oracle database ERP System or other data collection applications.
- Support process improvement through Taconic's Operational Excellence Programs.
- Place or Approve orders with Purchasing Department for supplies and equipment. Forecast departmental expenses and evaluate budget vs. actual costs to ensure prudent use of company resources.
- Interview, select and train staff and assure satisfactory performance by employees.
- Provide policy interpretation and guidance to subordinate supervisors. When necessary, prepare and assign workloads as required.
- Evaluate subordinates, prepare employee evaluations and recommend employees for promotion. Approve evaluations prepared by subordinate supervisors. Discipline and terminate employees in appropriate situations.
- Design training programs for subordinate supervisors, Animal Caretakers and other production personnel. Assure training program is properly implemented and documented to comply with Quality Standards.
- Request maintenance of equipment when and where required.
- Act as Taconic's ambassador in the field and in the office, being responsive to customer questions, problems, needs and complaints.

- Review and interpret metric data and make adjustments to assure established productivity levels.
- Assure accurate supply and distribution of animals used in ET and Cryo Services.
- Interact with QA Specialist to develop or revise Standard Operating Procedures and working practices, and observe workers and supervisors to ensure compliance with standards.
- Prepare annual reports, financial statements, evaluations, budgets, contract proposals and correspondence.
- Occasionally prepare and give presentations at meetings and conventions.
- Occasionally act as host to visiting customers or Taconic Staff.
- Occasionally travel to other facilities and locations in performance of duties.

### **Qualifications**

The successful candidate will have:

Bachelor's degree in Biological or related sciences preferred, with a minimum of 3 years of strong managerial/technical experience including: Experience in principles, concepts, and methodology of a professional or administrative occupation and skill in applying this experience in implementing and coordinating assignments, operations, programs or procedures. Ability to multitask, prioritizes, and take ownership of responsibilities. Strong oral & written communication skills. Strong analytical, problem solving and math skills. Excellent Computer skills. Vision, ambition and drive.

### **Location: Germantown, NY**

We are Taconic, a life sciences company supporting research to find life-saving cures for disease. Major drug companies, leading universities and government agencies depend on us for high quality products and services that are essential to the drug discovery process.

If you are motivated by new opportunities and seek a stimulating, rewarding and life-affirming career, we invite you to join our diverse team of talented professionals who are dedicated to finding smart solutions to improve human health. Taconic offers opportunities for career advancement, a competitive salary, and a comprehensive benefits package which includes tuition assistance, 401K, and profit sharing plans.

Taconic – Your Career for the Future

Apply online at [www.taconic.com/careers](http://www.taconic.com/careers)

Taconic is an EEO/AA Employer – M/F/D/V