



At Kotra Pharma, we believe that everyone deserves a healthier tomorrow. It's every individual's right to live a healthy life to the fullest, and thus, we are committed to bring top-notch health products to the world. By humanising healthcare, we see beyond instruments and medicines for the general well-being of everyone. If you want to make a difference in this industry, begin with us.



<p><b>Production Pharmacist</b></p>	<p><b><u>Key Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>* Reports to the Plant Manager in respect to the compliance to current good manufacturing practices of all operations in the production of sterile and non-sterile medicinal products.</li> <li>* To ensure that production records are completed, reviewed and signed by the Production Manager. To review and verified BMR to ensure compliance to manufacturing instructions and GMP requirements, before submission to the Head of Quality Control for final review.</li> <li>* To ensure that required and appropriate validations are performed according to the Validation Master Plan.</li> <li>* To ensure that the need for training and re-training of production personnel are effectively provided following the induction of new staff or changes in procedures.</li> <li>* Actively participate in internal &amp; external audits.</li> </ul> <p><b><u>Job Specifications:</u></b></p> <ul style="list-style-type: none"> <li>* Degree in Pharmacy from a recognized University and must be registered with the Malaysian.</li> <li>* Min 2 years of working experience in related field/manufacturing environment.</li> <li>* Fresh graduates with relevant experience are encouraged to apply.</li> <li>* Good leadership and communication skill with the ability to interact well with all parties concerned.</li> <li>* Able to work under pressure to meet tight deadline with minimum supervision.</li> </ul>
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<b>Pharmaceutical Technical Writer</b>	<p><b><u>Key Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>* Reports to the General Manager (Plant) on all matters related to the SOPs to new factory (Kotra Pharma Technology Centre). This includes Documentation, Training, and Compliance to procedure for process, equipment and facility for the intended use.</li> <li>* Assist in the implementation of an organize Documentation System in accordance to current Good Manufacturing Practices based on PIC/S, BE EN ISO 9001:2008 and current technological requirements in pharmaceutical manufacturing and quality control.</li> <li>* Guide the development of new SOPs and responsible for the completion of preparation of all SOPs for final review and conduct timely documents review meeting.</li> <li>* To lead and implement effective GMP training programs for Production staff which are aligned with standard operating procedures, safety procedures and plant hygiene and international GMP practices.</li> </ul> <p><b><u>Job Specifications:</u></b></p> <ul style="list-style-type: none"> <li>* 3 – 5 years related experience in Pharmaceutical manufacturing environment and QA system.</li> <li>* Excellence in Technical Writing, knowledge of PICs regulations and cGMP guidelines and SOP.</li> <li>* Development project documents (URS, IQ, OQ &amp; PQ protocols) and manufacturing documents for new process.</li> <li>* Ability to manage changes in assignments and meet deadlines.</li> <li>* Good communication skill and good command of written &amp; spoken English and Bahasa Malaysia language.</li> </ul>
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<b>Production Executive</b>	<p><b><u>Key Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>* Report to Production manager or Head of production for all matters pertaining to packaging process.</li> <li>* Responsible for execution of production schedule at packaging floor.</li> <li>* Assist the production &amp; QA Manager in enforcing and ensuring GMP compliance and Good Documentation Practice, on the production floor.</li> <li>* Responsible in enforcing and ensuring Safety and Health compliance in the work place.</li> <li>* Assist the Production Manager in continuous training of packaging staff.</li> <li>* Responsible for review and establishment of the production procedure (SOP).</li> <li>* Ensure that all BMR and other documents are completed in time immediately upon completion of the batch.</li> <li>* Responsible to prepare minute of every production deviation meeting.</li> <li>* Coordinate with the Technical manager in improvements on the packaging process lines.</li> <li>* Coordinate with the maintenance department for trouble-shooting, investigation and preventive maintenance of all packaging equipment.</li> <li>* Responsible for participation in any activities pertaining to training, safety, First-aid and fire-fighting organized by the company for the benefits of staff</li> </ul>
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	<p>and company.</p> <p><b><u>Job Specifications:</u></b></p> <ul style="list-style-type: none"> <li>* Minimum 2 years working experience in Pharmaceutical manufacturing environment.</li> <li>* Good leadership and communication skill with the ability to interact well with all parties concerned.</li> <li>* Able to work under pressure to meet tight deadline with minimum supervision.</li> </ul>
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<p><b>Production Assistant (Sterile)</b></p>	<p><b><u>Key Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>* Report to Line Leader, in his absence report to Supervisor/Production Executive on all matters pertaining to daily operations in the sterile Cephalosporin and Non-Cephalosporin areas.</li> <li>* Adhere strictly to approve company procedures, plant and personal hygiene as well as safety precautions aligned with current Good Manufacturing Practices (cGMP) and Safety Policy.</li> <li>* Attend training and practical on-job training that is related to sterile area operations.</li> <li>* Record all activities clearly in the respective room or equipment log book.</li> <li>* Understand accurately all processes including disinfecting/sanitization and other activities related to sterile area.</li> <li>* Ensure machines in aseptic manufacturing areas are operated in full compliance to standard operating procedures.</li> <li>* Understand accurately all processes including disinfecting/sanitization and other activities related to sterile area.</li> </ul> <p><b><u>Job Specifications:</u></b></p> <ul style="list-style-type: none"> <li>* Minimum Certificate/ Diploma in Pharmaceutical/ Food Science/ Mechanical Engineering.</li> <li>* Age between 20 to 30 years old.</li> <li>* At least 1 year working experience in food industry, Electronics or pharmaceutical.</li> <li>* Preference will be given to those with experience working in Clean Room environment.</li> </ul>
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<p><b>Production Operator (Packing)</b></p>	<p><b><u>Key Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>* Report to Line Leader, in his absence report to Supervisor/Production Executive on all matters pertaining to daily operations in the sterile Cephalosporin and Non-Cephalosporin areas.</li> <li>* Adhere strictly to approve company procedures, plant and personal hygiene as well as safety precautions aligned with current Good Manufacturing Practices (cGMP) and Safety Policy.</li> <li>* Attend training and practical on-job training that is related to non-sterile area</li> </ul>
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	<p>operations.</p> <ul style="list-style-type: none"> <li>* Record all activities clearly in the respective room or equipment log book.</li> <li>* Understand accurately all processes including disinfecting/sanitization and other activities related to non-sterile area.</li> <li>* Responsible for safe and proper operation of machines according to approved company procedures.</li> <li>* Understand accurately all processes including disinfecting/sanitization and other activities related to sterile area.</li> </ul> <p><b><u>Job Specifications:</u></b></p> <ul style="list-style-type: none"> <li>* Age 23 to 35 years old.</li> <li>* Minimum with SPM qualification.</li> <li>* Minimum with 1 year working experience in production environment.</li> </ul>
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<p><b>General worker</b></p>	<p><b><u>Key Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>* Reports to Supervisor on all matters pertaining to general cleaning and housekeeping of the factory.</li> <li>* Responsible for the day to day cleaning operations.</li> <li>* Ensuring the cleaning of common utilities (eg. Toilet, production floor, warehouse, Ceiling, drainage, Office floor, Tables, Warehouse racking etc).</li> <li>* Assist Store Assistant in their daily routine under direct supervision of Supervisor</li> <li>* To participate in any activities pertaining to training, safety, first-aid and fire-fighting organized by the company for the benefits of staff and company.</li> <li>* Any other jobs as directed by the Warehouse Supervisor, Materials Management Executive, Plant Manager or the Managing Director.</li> </ul> <p><b><u>Job Specifications:</u></b></p> <ul style="list-style-type: none"> <li>* Minimum with PMR/SRP/SPM or ILK/IKM certificates.</li> <li>* Age 18 to 25 years old.</li> <li>* Preferably with 1 or 2 years working experience.</li> <li>* Able to perform Housekeeping and General Building Maintenance works.</li> <li>* Willing to work long hours and receive command from supervisor.</li> </ul>
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Interested candidates are encouraged to apply. Kindly send your resume to:

**Recruitment, Human Resource Department**  
**Kotra Pharma (M) Sdn Bhd (90082-V)**  
**No. 1, 2 & 3 Jalan TTC 12, Cheng Industrial Estate**  
**75250 Melaka, Malaysia**

Or

E-mail to: [hr@kotrapharma.com](mailto:hr@kotrapharma.com)

