



Company Information

Castle Creek Biosciences ("Castle Creek") develops and commercializes gene therapies for patients with rare and serious genetic diseases. The company's lead gene therapy candidate, FCX-007, is being evaluated for the treatment of recessive dystrophic epidermolysis bullosa (RDEB), the most severe and debilitating form of epidermolysis bullosa (EB). In addition, Castle Creek is developing FCX-013, a gene therapy for the treatment of moderate to severe localized scleroderma. Castle Creek is a portfolio company of Paragon Biosciences. For more information, visit castlecreekbio.com or follow Castle Creek on Twitter @CastleCreekBio.

Job Description

Job Title: Manager/Senior Manager, Quality Control Logistics
Reports To: VP Quality Operations
Group/Division: Quality Assurance
Position Location: Exton Pa.
Number of Direct Reports:
Day/Shift (if applicable):
Exempt/Non-Exempt: Exempt

General Responsibilities:

Responsible for ensuring time-sensitive distribution of quality control samples in support of all QC-related activities. The Senior Manager will be responsible for sample inventory management, internal and external sample distribution, and appropriate storage and shipping for all QC-related samples, including in-process, bulk, final drug product, and raw materials.

Responsibilities:

- Inventory management of Quality Control samples, including in-process, bulk, final drug product, and raw materials, including tracking and reconciliation
- Timely sample distribution in support of all QC activities, including internal distribution and external shipping
- Proper storage of sample inventory in-house and inventory management
- External sample inventory, including sample receipt and GMP documentation
- Support internal/external audits, as needed
- Maintain current knowledge base of GMP regulations, corporate policies, and industry best practices, trends, and standards or guidances that ensure the QC function remains in compliance with applicable requirements

Computer Skills:

- To perform this job successfully, an individual should have knowledge of Database software; Project Management software; Spreadsheet software and Word Processing software.

Education:

- Minimum Associates degree in a scientific discipline

Experience:

- Minimum seven years of relevant GMP experience in the biologics or pharmaceutical industry
- Experience with inventory and/or logistics in the pharmaceutical industry
- Detail-oriented with strong mathematical skills

Castle Creek Biosciences is an Equal Employment Opportunity Employer



- Strong collaboration, time management, and organizational skills
- Excellent judgment and creative problem-solving skills
- Flexibility and ability to adjust to changing priorities and unforeseen events
- Ability to execute multiple tasks
- Ability to work with a high degree of accuracy and detail
- Positive work attitude that supports teamwork and continuous improvement

Disclaimer:

This position description is written as a guideline to inform Castle Creek Biosciences Employees of what is generally expected of them at each job level. The description is not intended to be all encompassing or limiting in any manner; rather, it is hoped it will add understanding and better reflect the work performed at all levels of employment within Castle Creek Biosciences. Duties and responsibilities other than those listed may be included as needed within the work group or the company as a whole.

The above information is for exclusive use within Castle Creek Biosciences and may not be used or duplicated by others without written consent.

**Position Description and Essential Job Functions
Applicant Review**

Please read and sign after reviewing the Position Description and Essential Job Functions. I have the ability to perform the essential functions of this position with or without reasonable accommodation.

Printed Name: _____

Signature: _____

Date: _____