

### Who we are:

NEXA | EAM, a Transcat company, founded in 2015 in Ireland, began with just one client and one employee. Today, we are a trusted advisor to leading companies in the Life Sciences industry around the world with a growing team of 80 employees. Our team of understanding, talented professionals create value for leading Life Sciences companies by focusing on the delivery of Asset Management solutions to enable world-class production. Our commitment to achieving excellence helps our clients accelerate the delivery of life-changing products to market. We achieve this through our people, who are always our highest priority. Are you ready to join a growing team that values your contributions, development, and wellness?

### Here's what you'll get:

- Work Life Balance.
- Work from home flexibility.
- Never a dull moment! - Exposure to diverse projects with collaborative teams.
- A work environment that is both rewarding and challenging.
- Successful training program to acclimate you in your new role & continued learning, including tuition reimbursement and weekly dedicated time towards development.
- Competitive Full-Time Benefits including Paid Time Off, Health, Retirement, Education & **more!**
- In-person and virtual social gatherings and events.

### NEXA | EAM is searching for:

A full-time and on-site, Maintenance Planner/ Scheduler to support our leading Life-Science client with project needs in Waltham, MA. You will report directly to a NEXA | EAM, Director of Operations.

### About the job:

- Coordinates work plans with different departments for vendor service activities and outside support resources.
- Maintaining Computerized Maintenance Management System (CMMS) data for equipment, preventive maintenance (PM), predictive maintenance (PdM), calibrations, spare parts, and bills of materials (BOMs) in support of maintenance work management.
- Taking a leadership role for the scheduled or planned activities of the maintenance department
- Creating maintenance job plans, planning for resources, reporting, and ensuring maintenance work practices are consistent with GMP, Health, Safety, and Environmental requirements.
- Supports identification, specification, procurement, and stocking of spare parts.
- Maintains the accuracy of BMRAM maintenance master data: Asset Hierarchy, Equipment, PMs, Work Instructions, Materials, and BOMs.
- Processes change control requests for maintenance master data changes.
- Completes detailed maintenance planning and provides maintenance job plans, to include work instructions, parts, resources, and permitting.
- Manages the work areas and planning backlog.
- Utilizes standard scheduling practices to coordinate maintenance resources for used equipment in Production areas.

- Facilitates continuous improvement activities with a core focus on improving schedule adherence and effectiveness.
- Establishes “blocks” of equipment to group together for the purpose of maintenance to create efficiencies-Coordinate Shutdown windows as required.
- Ensures Job Plans are complete and ready to execute prior to scheduling.
- Optimizes detail schedule of maintenance loaded by shift and craft- considers rhythms and grouping of work to minimize redundancy.
- Tracks On time PM completion.
- Considered the factory SME with regards to Maintenance scheduling and strategy, Point of contact for audits and other compliance reviews.

### We are looking for people with:

- A degree in a related discipline with 5-8 years of overall experience of which must be in a cGMP or other FDA regulated operation.
- Knowledge of cGMP and cGDP requirements and procedures.
- Knowledge of a wide variety of typical maintenance tasks, including PM, spare parts, work order lifecycle and troubleshooting systemic problems. General principles of engineering, operations and the tools and equipment required to perform many of the daily maintenance tasks.
- Strong knowledge of Computerized Calibration & Maintenance Management Systems (CCMS/CMMS), preferably BlueMountain RAM.
- Strong computer skills including advanced proficiency in MS Office, specifically MS Excel.
- Ability to learn quickly and work effectively with little supervision when needed.
- Ability to use strong analytical and problem-solving skills to solve technical problems.
- Ability to coordinate, facilitate and organize resources in an efficient manner.
- Ability to multi-task in a high volume, fast-paced work environment with strict deadlines.
- Strong interpersonal, organizational, and communication skills.

### Desirable:

- Experience working in a cell & gene therapy facility is preferred.
- Experience in Start-Up & Commissioning of cGMP Facility.

### You will be a match if you are:

- Understanding of your client’s and colleague’s needs.
- Willing to operate the NEXA way, every day, by showing relentless drive in ensuring success.
- Attentive to detail and believe passionately in “Right First Time.”
- Proactive in everything you do.
- An advocate of continuous improvement, which is vital to continued success.
- Adaptable and flexible to meet client and project needs.

**If this sounds like you, apply today by:** Emailing your updated resume to our HR & Recruitment Specialist – Candalee Alicea at [calicea@nexaeam.com](mailto:calicea@nexaeam.com)

### EEOC

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

### NEXA | EAM

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