

## Recruitment Information

### 1. Molecular Construction Engineer (R & D)

Location: Daxing District, Beijing

Number of recruits: 3

#### Responsibilities

- Gene designing;
- Gene cloning and plasmid construction;
- Plasmid transformation, bacterial cultivation, plasmid extraction;
- Drafting research materials and assisting in new drug declarations.

#### Qualifications

- Master degree or above for overseas graduates with background or working experience in chemistry, biology, medicine and immunology is preferred;
- Proficient in molecular biology related experiments, familiar with PCR, fluorescence quantitative PCR, enzyme digestion, plasmid extraction, gel recovery, primer design, etc;
- Skilled in literature search, can quickly extract important information.

### 2. Pharmaceutical analyst/Research Engineer (R & D)

Location: Daxing District, Beijing

Number of recruits: 3

#### Responsibilities

- Development of new adjuvants;
- Liposome encapsulation of adjuvant;
- Quality inspection of adjuvants, such as particle size, entrapment efficiency, etc.

#### Qualifications

- Master's degree or above for overseas graduates, with background or working experience in chemistry, biology, medicine, immunology is preferred.
- Experience in research and development of liquid preparations and suspensions or chemical synthesis is preferred;
- Familiar with particle size inspection equipment;
- Familiar with liquid chromatography;
- Familiar with microfluidic technology;
- Familiar with micro jet technology;

- Ability for methodology development and verification.

### **3. Preparation Engineer (R & D)**

Location: Daxing District, Beijing

Number of recruits: 3

#### **Responsibilities**

- Virus vaccine preparation technology research of small-scale and pilot scale verification;
- Drafting research protocols and reports;
- Assistance in vaccine registration;
- Daily maintenance and operation of laboratory instruments and equipment;
- General affairs management, laboratory safety and health management.

#### **Qualifications**

- Experience in preparation process research, proficient in aseptic operation;
- Familiar with the research methods of bulk stabilizer and finished product lyophilization stabilizer;
- Familiar with lyophilization process research;
- Good work ethics, and can work overtime according to research needs;
- Bachelor degree or above, with background or working experience in chemistry, biology, medicine and immunology is preferred;
- Research experience in finished products, the amount of which in a single batch is over 2000 doses, is preferred.

### **4. R & D Quality Control Engineer (R & D)**

Location: Daxing District, Beijing

Number of recruits: 3

#### **Responsibilities**

- Quality evaluation research of physical and chemical tests, including methodology development, verification, optimization, etc;
- Organization and implementation of: protein electrophoresis, WB, detection of residual substances, antigen detection, neutralization experiment, flow cytometry, ELISPOT and other experimental items, and also responsible for result analysis and feedback;
- Drafting relevant research reports and methodology procedure drafting and review;
- Organization of the training for physical and chemical related research;
- Organizing the daily maintenance of analytical instruments;

- Strong team work awareness and can assist in completing related work.

#### **Qualifications**

- Experience in cellular immunity related testing;
- Experience in establishing ELISA method;
- Proficient in SDS, WB and protein content detection;
- Candidate with experience in establishment of new verification methods and certification is preferred.
- Overseas bachelor degree or above, major in biology or biology related majors.

### **5. R & D Engineer (Pseudovirus Construction Direction) (R & D)**

Location: Daxing District, Beijing

Number of recruits: 3

#### **Responsibilities**

- The research topics include pseudovirus construction, cultivation, expression and detection;
- Skilled experience in cell cultivation and protein purification;
- Proficient in operating relevant instruments and equipment.

#### **Qualifications**

- Master degree or above, more than 1 year related working experience;
- Good communication skills and teamwork spirit, can accept an appropriate amount of overtime working;
- Overseas bachelor degree or above, major in biology or biology related majors.

### **6. Bacterial conjugate vaccine R & D Engineer (R & D)**

Location: Daxing District, Beijing

Number of recruits: 3

#### **Responsibilities**

- Development, validation and amplification of polysaccharide- protein coupling process;
- Drafting relevant research documents;
- Assisting in project application;
- Other daily work arrangements.

#### **Qualifications**

- Familiar with ultrafiltration, filtration, lyophilization, chemical coupling,

chromatography and other technologies;

- Experience in research and development or production of bacterial conjugate vaccine is preferred;
- Bachelor degree or above for overseas students, interdisciplinary educational background or working experience in chemistry, biology, medicine, immunology and other disciplines is preferred.

### **7. Fermentation Engineer (R & D)**

Location: Daxing District, Beijing

Number of recruits: 3

#### **Responsibilities**

- Cell plane and bioreactor cultivation process research;
- Research of virus amplification process;
- Small-scale study of cytovirus cultivation and the validation of pilot process;
- Drafting research protocols and research reports;
- Assisting in vaccine registration;
- Daily maintenance and operation of laboratory instruments and equipment;
- General affairs management, laboratory safety and health management.

#### **Qualifications**

- Experience in cell cultivation and virus amplification, proficient in aseptic operation;
- Experience in cell fermentation, use cell fermentor or wave reactor for cell fermentation, and familiar with fermentation and culture methods such as perfusion and fed batch;
- Good work ethics, and can work overtime appropriately according to research needs;
- Bachelor degree or above, with background or working experience in chemistry, biology, medicine and immunology is preferred;
- Experience in cell fermentation and virus fermentation is preferred.

### **8. Purification Engineer (R & D)**

Location: Daxing District, Beijing

Number of recruits: 3

#### **Responsibilities**

- Protein purification process research;
- Small-scale and pilot scale research;

- Drafting research materials;
- Assisting in the registration of new drugs.

#### **Qualifications**

- Familiar with the principle of protein separation and purification technology (ammonium sulfate precipitation, ultrafiltration, filtration, nanofiltration, chromatography and other technologies) and instruments and equipment (centrifuge, ultrafiltration system, chromatography system, etc.);
- Experience in recombinant protein drug project;
- Bachelor degree or above, with background or working experience in chemistry, biology, medicine and immunology is preferred;
- Experience in purification of virus liquid above 100L is preferred.

### **9. Production Manager**

#### **Position Snapshot**

- Business Unit/Function: Technical direction
- Location: Shangdi, Haidian or Changping, Beijing
- Number of recruits: 1

#### **Responsibilities**

- Lead the team to formulate, implement and promote the technical optimization and improvement schemes related to the production process in the company's vaccine product international certification project, according to the group's international development strategy.
- Provide guidance and suggestions for the company's vaccine product production management and control improvement from the perspective and experience of the international industry.
- Review English translation of GMP documents and draft English materials.
- Plan for and manage the project work related to the production process of the company vaccine product international certification project.

#### **Qualifications**

- Master's degree major in biomedical-related majors.
- More than 5 years of working experience in production and quality-related positions in multinational pharmaceutical enterprises.
- Understand the manufacturing technology, principle and control of human vaccines. Have a deep understanding of cGMP, EU GMP, ICH and other relevant international laws and regulations. Be able to use common problem analysis tools in the industry such as quality risk management concept, FMEA, DMAIC to deal with practical problems.
- Excellent writing and communication skills, with systematic and structured

thinking.

- Strong English listening, speaking, reading and writing skills, experience in international exchange and cooperation projects is preferred.

## **10. Quality Manager**

- Location: Shangdi, Haidian or Changping, Beijing

- Number of recruits: 1

### **Responsibilities**

- Strategy formulation: assist system executives to formulate the medium and long-term development strategy of the company.
- Department Planning: assist in formulating the development plan of the quality assurance department, ensure product quality evaluation and improve department operation efficiency.
- Organization Optimization: optimize the organizational and talent structure of the department, optimize the workflow and file system and ensure sustainable development according to business needs.
- Product quality optimization: continuously carry out product quality evaluation and optimization to ensure the market competitiveness of products.
- Quality management activities: responsible for the evaluation and release of materials and intermediate products. Be responsible for the review and evaluation of deviations, changes and CAPA, and be responsible for handling quality. Organize and complete internal and external inspections (certification).
- Department management: promote the construction of internationalization, informatization and standardization of the quality assurance department, and build a good department culture that meets the development needs of the company.

### **Qualifications**

- Master's degree, major in biology, pharmacy, chemistry or related majors.
- More than 8 years working experience in pharmaceutical enterprises, 3 years of team management experience with more than 10 people, working experience in foreign enterprises or in China or overseas is preferred.
- Familiar with the current situation and development trend of the industry, familiar with domestic and international GMP regulations and technical guidelines .
- Excellent sense of responsibility, learning ability, cooperative spirit, planning, logic and organization, strong planning ability, coordination ability,

interpersonal understanding and ability to integrate resources.

- Proficiency in using English as a working language.

### **11. QC Laboratory Manager**

- Location: Shangdi, Haidian or Changping, Beijing

- Number of recruits: 1

#### **Responsibilities**

- Participate in strategy formulation: participate in the formulation of system planning according to the company's strategy.
- Department Planning: assist in formulating the development plan of the quality control department. Ensure product quality evaluation and improve technical management.
- Organization optimization and talent training: participate in optimizing the department organizational and talent structure, optimize the workflow and file system and cultivate talents in microbiology, bioassay, immunology and other majors to ensure sustainable development according to business needs.
- Product quality optimization: continuously carry out the quality evaluation, control and optimization of listed products, such as hepatitis A, influenza, EV71 vaccine and PPV, to ensure that the product trend is controllable and the quality is stable. Investigate the quality control projects of the same variety of other manufacturers, and ensure the market competitiveness of Sinovac products.
- Laboratory management: promote the normalized GMP management of the laboratory. Carry out personnel technical assessment and personnel technical ability level evaluation, and continue to carry out technology deepening, innovation and improvement of microbiology, biology and immunology.

#### **Qualifications**

- Bachelor degree or above, major in biology, pharmacy, chemistry, cellular immunology or related fields.
- More than 8 years of working experience in biopharmaceutical enterprises, over 3 years team management experience of 20 people or more, have working experience in foreign enterprises or in China or overseas is preferred.
- Familiar with microbiology, biology and immunochemistry-related technologies, familiar with China and international GMP regulations and technical guidelines, strong psychological quality, strong pressure

resistance and teamwork ability.

- Proficiency in using English as a working language.

## **12. Process Quality Technician**

Location: Daxing District, Beijing/ Shangdi, Haidian District, Beijing/ Changping District, Beijing

Number of recruits: 65

### **Responsibilities**

- Tracking the International Vaccine regulation trend, and improving the internal process of the finished product stage and improving continuously according to the requirements of China GMP, EU GMP, FDA cGMP, ICH, etc. Daily GMP management and implementation of GMP process in the workshop.
- Drafting PSF and CTD format data in the preparation stage of international product registration; establishment and drafting of relevant processes documents (English version) in the finished product stage;
- Searching for literature related to the production of finished vaccine products, determining the optimization direction, designing and organizing the implementation of relevant test schemes;
- Design, improvement and implementation of the verification scheme in the finished product stage; application of quality management tools in the finished product stage; inter-department communication in the application of quality management tools;
- Daily inspection of the production site to ensure that the production is carried out per approved process;
- Summarizing and analyzing the quality data of finished products and determine the optimization content;
- Cooperate with other project teams to complete relevant tasks.

### **Qualifications**

- Master degree or above;
- Biology, chemistry, pharmacy and other related majors are preferred;
- Serious and responsible, high executive ability, learning ability and willingness, as well as certain communication and teamwork ability;
- GMP process experience is preferred, excellent English level is preferred.

## **13. Quality Research Management**

Location: Shangdi, Haidian or Daxing, Beijing



Number of recruits: 4

**Responsibilities**

- Development, optimization and validation of evaluation methods related to vaccine R&D and technical cooperation.
- Design, development and data analysis of the experiment scheme, as well as the drafting of relevant research reports.
- Cooperation with relevant departments to complete the drafting of technical materials required for vaccine product registration.
- Collection, sorting, research and analysis of domestic and foreign laws and regulations related to the post, and guide the laboratory to improve the management according to the requirements of Pharmacopoeia and regulations.
- Internal quality supervision and management and GMP audit of the department, put forward the quality improvement plan and follow up the implementation.
- Other tasks assigned by leaders.

**Qualifications**

- Master degree or above from a world-class university, major in biology and pharmacy, overseas experience is preferred.
- Strong oral and written communication skills in Chinese and English.
- Proficient in Office, SPSS, JMP and other software.

**14. Quality Supervision Engineer**

Location: Daxing District, Beijing/ Shangdi, Haidian District, Beijing/ Changping District, Beijing

Number of recruits: 5

**Responsibilities**

- Supervise and inspect the production site of bulk solution or finished product workshop;
- Review, evaluate and release of solution and process products;
- Prepare annual product review;
- Authority management of computerized system of workshop equipment and instruments;
- Draft product batch release summary;
- Investigation and handling of product complaints and adverse reactions;
- Investigation and handling of deviation, change and CAPA in the production process;
- Organize and participate in company and department level self inspection.

### **Qualifications**

- Bachelor degree or above, majoring in biology, pharmacy, chemistry and pharmacy;
- At least 1 year related working experience (excellent fresh graduates can also be trained), working experience in biological products enterprises is preferred.

### **15. Quality Control Engineer**

Location: Daxing District, Beijing/ Shangdi, Haidian District, Beijing/ Changping District, Beijing

Number of recruits: 5

### **Responsibilities**

- Inspect the process products according to the quality standards, inspection methods procedure to ensure timely and accurate results ;
- Carry out investigation on abnormal result report and laboratory investigation according to the report comments;
- Drafting of position inspection methods, solution preparation and standard management procedure documents;
- Report, investigate, evaluate and formulate action plans for deviations, change controls and CAPA;
- Establish, qualify and validate the analysis method according to the requirements of documents and regulations, and complete the report;
- Responsible for the daily maintenance and management of experimental equipment in the laboratory;
- Participate in GMP and biosafety related training and implementation according to document requirements;
- Responsible for optimizing relevant analysis methods, updating laws and regulations, improving technical ability of tests, and meeting relevant registration China and international requirements.

### **Qualifications**

- Bachelor degree or above, majoring in biology, pharmacy, chemistry and pharmacy;
- At least 1 year related working experience (excellent fresh graduates can also be trained), working experience in biological products enterprises is preferred.

## **16. Cell Test Engineer**

- Location: Shangdi, Haidian or Changping, Beijing

-Number of recruits: 1

### **Responsibilities**

- Quality control of safety and effectiveness related to virus inactivated vaccine, responsible for the quality evaluation of virus infection titer, virus inactivation effect, vaccine efficacy in vivo, cell identification and exogenous virus of virus inactivated vaccine intermediate products.
- Use of 2BS, Vero, Hep-2, SP2/0, MDBK and other cell recovery, passaging, freezing and other operations in the tests.
- Technical research, optimization and verification of virus detection and analysis methods.
- Implement OOS, deviation, change, CAPA and other quality management tools to carry out GMP management according to work needs.
- Participate in China, WHO, EP and other international GMP certification.

### **Qualifications**

- More than 5 years of cell/virus culture experience, more than 3 years of management experience, overseas experience is preferred.
- Proficient in using the pipette, biosafety cabinet, microscope, PCR and other test equipment.
- Ability to draft documents and reports.
- Experience in cell and virus isolation/PCR/pathological section is preferred.
- GMP experience, familiar with OOS, change, CAPA and other quality management tools is preferred.

## **17. Production Technical Engineer**

- Location: Shangdi, Haidian, Daxing or Changping, Beijing

Number of recruits: 10

### **Responsibilities**

- Continuous optimization and improvement of vaccine production and process.
- Follow up the domestic and foreign vaccine supervision dynamics, improve the internal process and continue improvement.
- Prepare for domestic and international GMP inspections.
- Participate in CAPA, change and deviation related to production.
- Participate in the drafting and implementation of relevant equipment and process validation schemes.

### **Qualifications**

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- Bachelor degree or above, major in biology, pharmacy, chemistry and pharmacy.
- Excellent fresh graduates or candidate with working experience in relevant biological products enterprises is preferred.

### **18. Warehouse Keeper (Procurement Logistics Training Direction)**

Location: Shangdi, Haidian or Changping, Beijing

Number of recruits: 1

#### **Responsibilities**

- Responsible for warehousing of finished products and filling in handover records. Storage products, fill in inventory account and feed the information into the SAP system.
- Responsible for counting, accounting and warehousing management of returned and recalled products.
- Responsible for the location adjustment of products in the warehouse and timely adjust the status of system and warehouse card to ensure that the location is sufficient and the account, card and material are consistent.
- Responsible for the printing of documents related to sales, miscellaneous, destruction and international outbound, the setting of temperature recorder, the off-shelf stock of products, the off-shelf of the system, etc.
- Responsible for inventory and quality review before loading outbound products such as sales, other, destruction and international outbound.
- Responsible for organizing and supervising the loading process, strictly implement relevant documents and verification conclusions in these processes to ensure product quality and safety during loading.
- Complete regular, monthly, quarterly and annual inventory.
- Responsible for patrol inspection of finished product cold storage and related equipment, fill in relevant records and archive management.
- Pay close attention to the changes of storage temperature, timely report abnormal conditions and implement relevant emergency support documents to ensure that abnormal conditions are handled timely and effectively.
- Pay close attention to the working status of cold storage, shelves, refrigeration, operating and monitoring equipment, report abnormal conditions and cooperate with maintenance.
- Strictly implement the documents, timely report abnormal products, effectively isolate the products to avoid pollution, and assist in quality judgment.

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- Strictly implement the documents, protect the products in the warehouse, prevent the products from moisture, deformation or stain, and clean the cold storage regularly.
- Assist the warehouse supervisor to complete various inspections and rectification work.

### **Qualifications**

- Bachelor degree or above, major in the supply chain, logistics, medicine and other related majors.
- At least 1-year warehouse management experience, overseas experience is preferred.
- Familiar with GMP/GSP and other quality management, familiar with cold storage management process, WMS and SAP operation experience is preferred.