



## **Job Description**

March 9, 2026

**Title:** Microbiology Lab Manager

**Reports to:** Vice President, Analytical Development and Quality Control

**Location:** Philadelphia, PA

**Position Type:** Full Time, Exempt

**Travel:**

### **Company Summary**

VintaBio is a technology company focused on simplifying AAV and lentivirus production. Our custom research and development approach is designed to integrate into services, including platform bridging, GLP toxicology material, and GMP manufacturing. Our research core produces high-yield and world-class POC vectors. Through a comprehensive production workflow that utilizes VintaBio's proprietary cell lines and transfection reagents, we expedite the path to the clinic, offer more reliable manufacturing, and improve economics.

### **Position Summary**

The Quality Control Microbiology Manager is responsible for:

- organizing and managing the QC Microbiology Department and assuring that associated laboratory operations and testing are performed in compliance with applicable regulations, company specifications, procedures, policies and current industry practices.
- driving continuous improvement and management of a comprehensive microbial contamination control and microbial testing programs at VintaBio.
- developing, training, and qualifying all QC Microbiology personnel.

### **Team Management**

- Continue to foster the VintaBio culture of accountability, transparency, collaboration, and continuous improvement within the team through self-awareness and example.

- Create and promote a culture/environment of inclusion by exemplifying inclusive behaviors, promoting the interaction and integration of diverse individuals into teams to positively impact the company.
- Supervise/coach and train employees and manage routine team operations that will optimize workplace productivity and promote professional growth.

### **Technical Responsibilities**

- Development and lifecycle management of a comprehensive and robust Environmental Monitoring (EM) program, including but not limited to facility and utilities environmental performance qualification, routine monitoring, data trending, EM excursion investigations.
- Development and lifecycle management of all Microbiology methods, including method verification/qualification, approval, and execution.
- Completion of all microbiological testing deliverables to meet commitments made to Clients and corresponding Quality Agreements.
- Assay design and execution of method validation and verification for compendial microbiological testing.
- Establish requirements and develop on-the-job-training curriculums and ILTs for the QC Microbiology team. Ensure personnel are qualified and proficient with applicable GMP requirements and technical knowledge required to execute and trouble-shoot.
- Schedule, reviews and trends data and oversees microbiological testing of all materials, in-process, and drug products.
- Develop and manage departmental goals and corresponding budget in alignment with company goals.
- Acts as subject matter expert for the identification and qualification of laboratory equipment for microbiological testing.
- Must maintain proficiency in all Microbiological laboratory methods, processes, and procedures.
- Provide Support for all validation studies including process validation, media fills, method validation, and development and qualification of testing methods.
- Participate in audits and inspections, internal and external.
- Perform GMP review of data, reports, CAPAs, change controls, and other documents to confirm data meets all specifications and regulatory requirements.
- Lead and provide guidance on laboratory investigations for deviations, invalid assays and OOS test results, and other QC laboratory non-conformance using established procedures.
- Produce periodic reports for tracking, evaluation of trends, associated metrics, etc.

- Author and propose revisions to Standard Operating Procedures, Laboratory Reports, and related Forms.
- Promote safe operating and working procedures. Counsel and train QC staff in safety awareness, ensuring that safety devices, equipment, and personal protective equipment are used as required.
- Other duties as assigned.

## **POSITION REQUIREMENTS**

- Bachelor's degree or higher in Microbiology, Biology, or a related field.
- 10+ years of GMP pharmaceutical industry experience with a minimum of 5 years managing EM/Microbial Contamination Control programs.
- Experience in all aspects of GMP Microbiology Laboratory management and maintenance, including laboratory audits, documentation review, statistical analysis of results, equipment maintenance and calibration, laboratory testing oversight, and SOP/technical report writing, deviations, invalid assays, CAPA and OOS, change controls, and risk assessments.
- Experience with aseptic processing operations, managing EM programs and in-process/drug product microbiological testing, including EMPQ and APS.
- In depth knowledge of cGMP, FDA (FDA Guidance for Industry – Sterile Drug Products), Annex 1, ICH, and USP guidelines and practices in a GMP pharmaceutical QC laboratory.
- Excellent oral and written communication with strong technical writing experience and strong interpersonal skills

### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.