

PACKAGING OPERATOR (CaIVAPE) JOB DESCRIPTION

Job Summary:

The Packaging Operator is responsible for the assembly, packaging and labeling of multiple Company products. Safety, Quality, Delivery and Productivity are the main emphasis of the Packaging Operator.

Essential Job Functions:

- Assemble, package and label multiple Company products
- Visually check and verify that assembled products meet Company Quality Standards
- Follow written instructions to ensure products are assembled and packed in accordance with customer specifications
- Maintain proper documentation throughout all operations
- Maintain SOP productivity continuously, as per the standard
- Follow directions by Lead, Coordinator, or Management regarding performance, attitude, attendance and general productivity.

Additional Responsibilities:

- Maintain safe & clean work environment
- Step in when other tasks need to be completed
- Work overtime when required (can be mandated)
- Maintain clean department & other areas, as requested
- Follow directions from Packaging Operator Lead or Coordinator

Experience and Education:

- 21 years old +
- High school diploma or GED
- Able to secure a MED Support license
- Previous experience in assembly, packaging or production/manufacturing facility
- Process Improvement experience a plus

Skills and Attributes:

- Ability to read and interpret written and oral instructions
- Ability to perform tasks to meet or exceed quality and production requirements
- Detail oriented with good math skills
- Maintain an excellent attendance record
- Positive team-oriented employee
- Ability to receive constructive criticism and address areas of need positively

Physical Requirements:

- Ability to sit/stand during alternating periods of time and on occasion use a ladder, in the course of an 8-10 hour shift
- Ability to lift up to 35 lbs. on a regular basis