

Job Title: Packaging Technician
Department/Division: Production
Reports to: Production Supervisor or designee
Grade: 4



Job Summary:

Performs necessary product handling, sampling, and inspection activities related to cGMP primary and secondary packaging processes. Performs necessary room and facility cleanings, product rework, line clearances, and material returns as assigned.

Duties/Responsibilities:

With minimal oversight, be able to perform the necessary handling of packaged product for activities related to cartoning, sampling, and inspection in a cGMP environment.

- Adhere to Tapemark policies and procedures related to current Good Manufacturing Processes (cGMP). This includes:
 - Proper gowning
 - Wearing designated PPE and following all Safety precautions
 - Following Good Documentation practices (GDP)
 - Staying current and up to date on required training.
 - Proper handling of production materials and Controlled Substance intermediates and finished product accordingly to Tapemark policies.
- Perform various activities related to packaged product to ensure per the MBR instructions. This includes, but is not limited to:
 - Counting and/or weighing product
 - Bagging and/or traying product.
 - Sampling, labeling, bagging, sealing product, as necessary.
- As needed, inspects parts using visual, tactile, and applicable measuring equipment and/or standards to ensure Product Quality requirements are met.
- Operates multiple types of packaging equipment such as: counting scales, sealer, taper, and label printer.
- Accurate and timely entries on timecard and ERP labor tickets
- Complies with company expectations for timeliness and attendance.

With minimal oversight, be able to perform necessary cleaning and material handling tasks associated with cGMP activities. This includes:

- Working under the direction of supervisor or lead, ensure that room cleanings are completed in a timely manner according to Tapemark SOP's.
- Completes necessary paperwork and line clearance activities to comply with GMP, traceability, and quality requirements.
- Proper job returns of materials as required.

Overall and Other duties as assigned.

- Responsible for acting consistently with Tapemark’s core values of Excellence, Integrity and Community to ensure the organization’s effectiveness and success.
- Participates in continuous improvement and change management processes.
- Fosters team environment where others are treated professionally and respectfully.
- Maintains a positive attitude. Keeps self and team motivated.

Education and Experience:

- High School diploma or GED.
- 0-4 years working in a cGMP production environment. (1+ years preferred)
- Ability to understand written and verbal instructions in English language.

The above job description does not constitute a contract of employment, and Tapemark may exercise its employment-at-will rights at any time.

Employee Signature

Date