

Job Title: Packaging Manager

Job Summary: Use prior experience to lead and supervise all aspects of packaging cannabis oil and cannabis-infused product. This includes overseeing overall packaging strategy, scheduling, compliance with cannabis regulations and labor laws, staffing, and record-keeping.

Salary:

Duties and Responsibilities:

- Oversee all finished goods labeling, filling, packaging, and case sealing procedures in an efficient manner that also complies with state regulations, GMPs, SOPs, and all applicable packaging procedures.
- Create and oversee packaging strategy, including sourcing of equipment and materials.
- Ensure clean environment through staff removal and disposal of debris and processing waste after extraction activities are complete.
- Set any required activity performance counts.
- Supervise Packaging Associates as part of a high-performance team.
- Assist in preparing reports, planning budgets, setting production schedules, pricing products, and making packaging decisions based on estimated consumer demand, sales data, and industry knowledge.
- Write and train on basic principles of batch records, SOPs, and sanitation.
- Communicate and adjust the processing and packaging schedule as needed to achieve daily output goals.
- Ensure all tasks are completed in a safe and efficient manner.
- Oversee record keeping and reporting, including inventory and other data categories.
- Update daily and week production communication boards.
- Oversee waste logs and seed-to-sale inventory systems.
- Have a deep understanding of packaging and labeling issues and able to recommend and implement solutions.
- Oversee quality control and reporting of all defects and process and product deviations.
- Oversee day to day assignments of Packaging Associates.
- Maintain, troubleshoot, and repair equipment as needed.
- Monitor, manage, and source equipment, supplies, and inventory.
- Ensure compliance and accuracy involving all product tracking, product security, and product movement procedures.
- Ensure performance of corrective and preventative maintenance on associated equipment as required to maintain efficient operations.
- Oversee in-process and post-process sample acquisitions according to protocols or batch records.
- Assist with staff onboarding and new hire training completion.
- Assist with continuous training and career development with staff.
- Ensure cleanup of work areas and equipment and removal and proper disposal of debris and packaging waste.

- Support new product lines and process development as needed.
- Continually strive to improve Company's processes and product for improved safety, quality, and efficient manufacturing.
- Oversee direct report's performance, lead staff performance management, succession planning, development of members strengths, and improvement of weaknesses.
- Actively participate in the recruitment, interview, and hire process of filling open positions.
- Assist with staff onboarding and new hire training completion.
- Assist with continuous training and career development with staff.
- Communicate across teams to ensure schedules are met and statuses are kept up to date.
- This role routinely uses standard office equipment, technology, and software.

Working Environment:

- This job operates in a warehouse or laboratory environment.
- Uneven surfaces, stand/sit long periods of time, bending/stooping, or hard surfaces.
- Ability to perform repetitive tasks for extended periods of time (i.e: operating filling and or packing equipment)
- Required to wear PPE.

Minimum Qualifications:

Age: 18 years of age

Education: High school diploma or equivalent

Experience:

- Minimum of 1 year of experience in a related field OR industry-recognized training or education in a related field.
- Prior packaging experience preferred.
- Prior supervisory or management experience in a related field preferred.
- Intermediate-level math skills.
- Strong computer-based skills.

EEO Statement: [Company Name] is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation,

benefits, training, and apprenticeship. [Company Name] makes hiring decisions based solely on qualifications, merit, and business needs at the time.

EXAMPLE