

Job Title: Packaging Assistant

Job Summary: Assist with filling, labeling, packaging, storage, and record-keeping of finished cannabis-infused products.

Salary:

Duties and Responsibilities:

- Assist with all packaging and labeling procedures in an efficient manner that also complies with state regulations, GMPs, SOPs, and all applicable laboratory procedures.
- Assist with proper setup and operation of filling, packaging and labeling equipment.
- Assist with daily equipment checks and calibrations and performing corrective and preventative maintenance on associated equipment as required to maintain efficient operations.
- Assist in monitoring and managing equipment, supplies, and inventory.
- Achieve daily output goals as assigned.
- Assist with all filling and packaging procedures in an efficient manner in compliance with Company SOP's and all applicable manufacturing procedures.
- Assist with ensuring compliance and accuracy involving all product tracking, product security, and product movement procedures.
- Assist with performing post-process quality assurance sampling and visual inspections to ensure all product meets or exceeds Company's specifications; such quality assurance work shall include, but not limited to:
 - Assist with recording and monitoring process conditions to ensure compliance to standard operating procedures.
 - Assist with proper weighing, data recording, and batch tracking throughout Company's process.
 - Assist with working with 3rd party laboratories on sampling and lot control for their sample gathering and reporting.
- Clean up work areas and equipment and remove and properly dispose of debris and packaging waste.
- Continually strive to improve Company's processes for improved safety, quality, and efficient manufacturing.
- Assist with maintaining waste logs and seed-to-sale inventory systems.
- Assist with supporting new product lines and process development as needed.
- Communicate across teams to ensure schedules are met and statuses are kept up to date.
- Be willing and able to be cross trained to work alongside other Company team.
- Perform their duties in a safe manner and environment while adhering to all governmental regulations.
- 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:

- Prior packaging experience preferred.

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.