

May 31, 2019

Req # 2019-016 & 2019-017

### **Career Opportunity**

Title: Packaging Technician  
Hours: Sunday – Thursday (10:00PM-6:30AM)  
Wages: Grade 4 depends on qualifications  
Reports To: Jamie Nguyen, Production Supervisor 3<sup>rd</sup> shift  
Positions Open: Two (2)

**Purpose:** Performs inspection and packaging related activities to ensure compliance with customer and Tapemark standards. Trains temporary employees and leads packaging crews.

### **Key Results Areas:**

**1. Observe machine operations to ensure quality and conformity of products to customer standards. Removes and inspects finished products or work in process from machine and separates rejected items.**

- Performs various inspecting, packaging, counting and weighing activities to ensure the production of quality parts.

-Inspects parts using visual, tactile and applicable measuring equipment at established line speeds, while maintaining customer and quality specifications.

-Performs final processing functions which include: Counting weighing, sealing, bagging, labeling, catching and taping parts that vary in size and weight, to ensure compliance with customer and production standards.

-Operates multiple types of equipment, which may include: sealer, taper, label printer, and counter.

-Follows processes to ensure compliance with quality requirements.

-Complies with job orders which include: written specifications, UEL's, visual standards, run sheets, etc.

-Follows Good Manufacturing Processes (GMP) which include: line clearance, documentation, lot traceability, job returns, labeling, etc.

-Exercises judgment while inspecting products based on visual standards as well as verbal and written specifications.

-Completes necessary documentation which includes: run sheets, UEL's log sheets, customer material traceability sheets and rework sheets.

-Cooperates with co-workers and managers to develop a team environment where individuals work in an effective and productive manner.

-Fosters a team environment where others are treated professionally and respectfully. Maintains a positive attitude. Keeps self and team motivated.

-Assist co-workers with training. Takes the lead in training temporary employees on packaging operations.

-Takes the lead in running packaging operations and assisting temporary employees in maintaining GMP compliance, quality standards, production rates, and safety compliance.

-Working under the direction of the manager or lead, ensures that room cleanings are completed in a timely manner according to Tapemark SOP's.

-Communicates with co-workers, supervisors, managers and other departments about barriers and solutions in a professional manner.

-Complies with company expectations for timeliness and attendance.

-Performs activities which enable the operator to produce quality parts in a safe, efficient and effective manner.

## **2. Tends or operates machines that package product or prepares product for final packaging including packaging equipment and rewind stations.**

- Follows safety policies and procedures to maintain a safe work environment.

-Complies with policies and procedures for handling and disposing of hazardous materials and utilizes Material Safety Data Sheet (MSDS) manuals.

-Identifies safety equipment which is appropriate for equipment being used or process being performed and ensures that the safety equipment is in place before proceeding.

-Takes appropriate action in emergency situations and notifies appropriate personnel.

-Attends required safety training sessions.

-Completes necessary paperwork and line clearance to comply with GMP, traceability and quality requirements.

- Completes job return paperwork completely and accurately.
- Ensure adequate materials are available on the packaging line.
- Exercises good judgment in making quality decisions such as: conforming product and non- conforming product, color, splicing, tensions and problem solving.
- Reads, understand and comply with specification requirements whether internal or customer supplied which include: blueprints, drawings, proofs TM specs, MCO's and procedures.
- Utilities, visual and color standards to inspect parts.
- Competes all appropriate documentation that includes, run sheets, proper labeling, UEL, SCO\ MCO.
- Uses appropriate measuring equipment such as a ruler, caliper, cordex (Mini-Coord) and scales.
- Perform appropriate tests i.e.: tape test, dye stain, bar code reader, and Sutherland rub test.
- Demonstrates flexibility and knowledge to operate all rewind equipment within the manufacturing cell, such as: Arpecos, 900 Webtron, Table, SIAT, Identiprint label marker, Zebra Thermal printer and packaging equipment.

### **3. Other duties as assigned**

- Responsible for acting consistently with Tapemark's core values of Excellence, Responsibility, Integrity, Community, Knowledge and Attitude to ensure the organization's effectiveness and success.

### **Job Qualifications**

High School diploma or GED.

We're looking for people who share our commitment to Excellence, Responsibility, Integrity, Community, Knowledge and Attitude.

If interested in this opportunity please complete an internal application, attach resume and send to Human Resources by **Friday, June 14, 2019.**

Equal Opportunity Employer

