

Position

Light Manufacturing Technician

Summary/Objective

Monitors and executes manufacturing process, workflow, space utilization and product quality based on knowledge of product design, materials, parts, capabilities, and quality assurance standards.

This position supports the development of Processing SOPs, work instructions and processes and documentation revisions. A goal of the job is to increase productivity and cost-effectiveness, developing innovative plans to do so.

Responsibilities will also include reporting to the Lab Director on daily progress, overseeing and actively supporting when necessary the day to day manufacturing operations.

The Light Manufacturing processes include, but they are not limited to:

- Pre-rolls
- Infusing different kind of products
- Vape cartridge filling
- Insert Products into their packaging
- Fold and create packaging
- Etc...

The Light Manufacturing Technician reports directly to the Lab Director.

The position has potential for advancement and the perfect candidate shall be seeking to oversee the Light Manufacturing Technicians when ready.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to comfortably lift up to 50lbs at the time.

Ensures the comprehensive compliance of all Light Manufacturing Technician activities including; but not limited to;

Work with the Lab Director to ensure goals and deadlines are being met in a timely fashion.

Inspect materials for manufacturing operations.

Confirm correct materials and appropriate quantities are used, report any discrepancies.

Recommend measures to improve production process methods and equipment performance while keeping quality of product in mind.

Set an example for effective communication within and outside the department.

Verifies that all necessary equipment needed is ready, clean, and in working order prior to the start of the shift.

Notifies director, department manager, supervisor or maintenance department when repairs or adjustments to equipment are needed.

Exhibits thorough knowledge product stock keeping unit (SKU) and their corresponding line setups and Manufacturing standards and documents all activities/notes.

Ensures that all work activities are performed with attention to the highest standards for quality, safety and compliance with all appropriate legal and food safety requirements and a focus on continuous improvement.

Ensure all documentation is completely filled out and accurate. Including Batch records, pre/post op checklists, room and equipment log books.

Ensures and reviews all related Quality Assurance paperwork is completed throughout the shift and is submitted to manager at the end of each shift.

Ensures proper communication during changeovers between shifts.

Follows and enforces all company policies & procedures, GMP's, & Quality Standards.

Maintains a high level of safety awareness for an accident-free work place and reports any unsafe or hazardous work conditions or safety-related issues to Management.

Assists as necessary in the performance of all manufacturing activities and/or any other duties assigned.

Competencies

Strong attention to detail

Ability to work in a fast-paced environment

Enjoys working with others and sees that teamwork produces a more productive environment.

A highly responsive ability to react to daily production priorities in a calm and focused manner.

Communication skills & decision quality - Must have the ability to make good decisions and communicate effectively with others and leadership team.

Required Education and Experience

High school diploma or its equivalent required.

Additional Eligibility Qualifications

This position will require excellent organizational skills with the ability to multitask during the production of different projects and various products at the same time.

The ability to motivate employees and increase employee morale.

Good interpersonal, written and oral communications skills.

Ability to communicate and work effectively with a variety of diverse individuals within the plant.

Ability to read, interpret, and keep records on a variety of documents such as safety rules, operating instructions, formulas, and policy and procedures manuals.

Exceptional math skills – the ability to add, subtract, multiply, and divide in all units of measure.

Ability to thrive in a constantly changing environment.