

# Manufacturing Technician - Labeling

Full Time

Mt. Laurel, NJ

## **FLSA Status**

Non-exempt

## **Summary**

This position requires an individual who can work within a cGMP environment in collaboration with other labeling technicians and under the direct supervision of the Manufacturing Manager. The successful candidate must be focused on achieving individual and team productivity goals while maintaining a high level of precision and quality.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Practice current Good Manufacturing Practices (cGMP) and Good Documentation Practices (GDocP) at all times
- Coordinate with QA for Master Batch Label approval and with production for Production Batch Label approval
- Labeling, capping, packaging, and inspecting in-process and final products (sterile and non-sterile)
- Properly set up and operate all equipment used in the labeling and packaging processes
- Maintain equipment maintenance logbooks for designated equipment
- Concurrent record keeping including charts, logbooks, and all pertinent documentation
- Complete support documentation associated with the execution of the operation (labeling, inspection, etc.) being performed in accordance with GDocP
- Effectively demonstrate time management during batch processes (e.g., shift change during batch preparation)
- Report all unusual, non-routine occurrences when performing tasks (NOE report)
- Ensure training is up-to-date and assist in training technicians
- Attend training classes, workshops, meetings, etc., as required to improve job skills and product related procedures
- Contributes to the development of standard operating procedures, batch records, equipment logs and other document history or traceability of tasks performed
- Abide by all company gowning requirements as well as operational requirements
- Perform cleaning and maintenance of environmentally controlled areas
- Work in collaboration with other members of the manufacturing team and other departments such as quality and facility maintenance to achieve company goals
- Coordinate with Supply Chain Technicians to ensure in-stock conditions on all labeling and packaging materials
- Demonstrate, at all times, safe work habits and maintain a safe work environment

### **Required Education and Experience**

- Minimum high school diploma or general education degree (GED)
- Labeling/quality assurance experience preferred but not required
- cGMP experience preferred but not required
- Must develop knowledge of 21 CFR Part 210 and 211 for cGMP operations
- Exceptional attention to detail
- Must have the ability to work in a fast-paced environment with little assistance from the Supervisor
- Must be capable of working with small, delicate pieces of machinery/labels
- Strong organizational skills
- Basic computer skills required
- Able to work independently, as well as part of a team
- Must exhibit punctuality and low absenteeism

### **Competencies**

- Communication Skills
- Detail Oriented
- Organizational Skills
- Teamwork
- Technical Capacity

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

This job operates primarily in a controlled laboratory environment. This position requires the use of standard office equipment, and frequent standing and walking.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- May need to lift up to 25 pounds on occasion
- This position is moderately active and requires standing and walking for a majority of the shift
- Able to sit and/or stand 8-10 hours or more per day as needed

### **Position Type and Expected Hours of Work**

This is a full-time position. Because of the nature of the business, work schedules may vary at times.

**Travel**

No travel is expected for this position.

**Disclaimer**

The above job description is intended to describe the general nature and level of work being performed by employees assigned to this job. It is not designed to capture or illustrate a comprehensive list of all responsibilities, duties, and skills required of employees assigned to this job.

**AAP/EEO Statement**

Stokes Healthcare is an Equal Employment Opportunity and Affirmative Action Employer.