



## **Packaging Back-Up Lead**

**21<sup>st</sup> Century HealthCare, Inc. – Phoenix, Arizona Area**

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### **Essential Job Responsibilities – will include, but are not limited to:**

- Take direction and follow instructions of Packaging Manager, Supervisor and/or Lead
  - Maintain a clear understanding of the company GMPs
  - Assist in enforcing GMPs and company policies and regulations
  - Assist in ensuring all safety policies are being followed and work environment is free of safety hazards
  - Accurately record in-process documentation on batch records
  - Perform necessary bottle counts and label checks to ensure quality product
  - Assist in effectively leading group of employees assigned to your area
  - Maintain clean work area and equipment at all times
  - Turn in process documentation to Department Head
  - Assist in ensuring that products leaving the department are stored properly
  - Assume Lead responsibilities when the Lead is absent
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### **Minimum Qualifications:**

- High School Diploma or equivalent
  - Ability to read and write basic English
  - Ability to lift 40lbs from ground to waist
  - Basic math knowledge (addition, subtraction, multiplication, division)
  - Ability to work 8 to 10 hours a day standing up
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### **Competencies:**

- Quality Oriented
  - Integrity / Ethics
  - Teamwork
  - Interpersonal Skills
  - Decision Making / Judgment
  - Strategic Thinking
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### **Disclaimer:**

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, may be part of the job.