

## **Packaging Lead**

**21<sup>st</sup> Century Healthcare - Tempe, AZ**



**Apply in person at: 455 W. 21<sup>st</sup> Street, Suite 102 | Tempe, AZ 85282**

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21<sup>st</sup> Century Healthcare is one of the largest international manufacturers of dietary supplements in the United States. For over 25 years we've been in business to create innovative and affordable solutions for your family's health needs. We're not just invested in dietary supplements, we're also invested in people. We strive to provide opportunities for our employees to learn, grow and thrive. Are you ready to roll-up your sleeves and help us make the next 25 years even more exciting? Apply today.

**Summary:** You will need to understand and perform the following: maintain materials and equipment needed to pack finished goods, train and oversee new packaging employees, maintain log of all daily activities, and be responsible for the quality of the product that you are making.

### **On a typical day, you will:**

- Ensure quality check is completed per guidelines and all information is accurate
- Complete all necessary paperwork, this includes accurately recording in-process documentation or batch records, bottle counts and label checks
- Assist packaging employees with issues that arise during shift
- Ensure production and quality standards are met according to company specifications
- Understand and follow good manufacturing practices (GMP), standard operating procedures, and safety practices at all times
- Collaborate with other members of the team to develop a high-performance team

### **Skills and Experience**

- This position has no direct reports; however, leadership skills must be exhibited
- Ability to interpret a variety of instructions and solve practical problems independently
- Good attendance and punctuality are important
- Able to be on your feet 10 hours per day
- Have basic math, reading and writing skills
- Able to lift heavy loads, up to 50 lbs.
- Mechanical aptitude is a plus

### **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 job holder might differ from those outlined in this job description and other duties, as assigned, may be part of the job.