

CAPTEK SOFTGEL INT'L., INC.

JOB DESCRIPTION – Packaging Manager

Department:	Production	Job Class:	Exempt
Position Title:	Packaging Manager	Travel:	None
Reports To:	VP of Operations	Revision:	A
Position Overview: The Packaging Manager is responsible for all operations in the production department of our Bottling Plant, Natutac Corporation.			
Duties and Responsibilities: Has authority to make executive decisions for the production department <ul style="list-style-type: none">• Manage all personnel and their safety at all times.• Create and train personnel on new S.O.P's.• Authorize documents for approval• Regulating personnel on following company S.O.P's.• Control loss and waste of materials.• Regulating personnel in wearing correct personal protective equipment.• Assign orders to production lines in accordance with the production schedule.• Participates in the control of specification process with deviation forms.• Check machine status and cleanliness of machines and floors.• Always practice the batch record in accordance with GMP and S.O.P regulations.• Keep up to date with current S.O.P's for the department.• Work with all personnel on production floors.			
Education Requirements: -Minimum high school diploma or G.E.D. equivalent -College degree preferred			
Work Experience/Qualifications: Minimum of five (5) years' experience working with softgel manufacturing equipment preferred.			
Physical Demands: Physical demands require sitting for extended periods of time, walking, bending, reaching, carrying, and occasionally lifting and/or moving objects up to 25 pounds.			

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Department Approval: _____ **Date:** _____

Human Resources Approval: _____ **Date:** _____