

KVK Tech	Employee Job Description
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1. Employee details:

First Name		Middle Initial		Last Name	
Hire Date		Department	Packaging		
Location	110 Terry, 100 Campus	Job Title	Line Leader	FLSA Status:	Non-Exempt
Role	N/A				
Sub role (If any)	N/A				

2. Role Purpose:

Responsible for ensuring that all packaging equipment is staffed with properly trained personnel to ensure that the production schedule is executed. Ensure that packaging records are fully and accurately completed in order to meet the production schedule.

3. Key Duties & Responsibilities:

- Direct the placement of packaging personnel throughout a packaging line.
- Perform training of employees as necessary for their assigned tasks.
- Ensure that personnel assigned to specific functions and equipment are trained in the associated SOPs.
- Ensure that the production lines are properly cleaned between runs and that all cleaning and packaging activity is properly documented in the room and equipment logbooks.
- Work with Materials Management to ensure that the production line is supplied with the necessary product and materials when needed.
- Verify deliveries of materials and product to the packaging lines and properly document the deliveries in the packaging record.
- Accurately close out the appropriate sections of the packaging record in a timely manner upon completion of each packaging order.
- Interface and consult with Quality Control, Quality Assurance and Maintenance personnel.
- Identify and report quality issues to QA and Production management.
- Report accidents and unsafe conditions or unusual circumstances to the supervisor.
- Understand and adhere to cGMPs and FDA regulations.
- Ensure that all personnel and processes in the packaging line are in compliance with batch records, SOPs and company policies.
- Ensure that the packaging line is maintained in a neat and orderly fashion at all times.
- Other duties as assigned or delegated.
- Comply with FDA guidelines/Company Policies of Data Integrity

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4. Typical Supervisory Responsibility:

Ability to supervise, motivate and direct other personnel.

5. Education/Technical Competencies/ Certifications/ Licenses:

Technical competencies	<ul style="list-style-type: none"> • 1-3 years previous experience working in a regulated environment (GMP or FDA) or a combination of work experience and college or technical school education. • Excellent written and verbal communication skills. • Ability to read and comprehend SOP's, Batch Records and training documents. • Ability to multi-task effectively. • Excellent interpersonal skills and ability to effectively interact with different functional groups. • Must be able to stand for an 8-hour shift and lift, push or pull up to 50 pounds. • Ability to wear any type of protective equipment. • Ability to supervise, motivate and direct other personnel.
Education/Certifications/Licenses/Other	<ul style="list-style-type: none"> • High School Diploma or equivalent or technical school certificate preferred

6. Physical Demand and Work Environment:

a. Physical demands:

While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

b. Work environment:

N/A

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