

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	Material Handler	FLSA Status:	Non-Exempt
Role	N/A				
Sub role (If any)	N/A				

2. Role Purpose:

BASIC FUNCTION: Operator of pharmaceutical equipment for the manufacture of commercial products.

3. Key Duties & Responsibilities:

- JOB RESPONSIBILITIES:**
- Load materials and products into package processing equipment.
 - Clean containers, materials, supplies, or work areas, using cleaning solutions.
 - Record product, packaging, and order information on specified forms and records.
 - Examine and inspect containers, materials, and products to ensure that packing specifications are met.
 - Measure, weigh, and count products and materials.
 - Mark and label containers, container tags, or products, using marking tools.
 - Place materials and products into containers.
 - Remove completed or defective products or materials.
 - Move product using hand truck, fork lift and dollies.
 - Lift materials up to fifty (50) pounds.
 - Understand and adhere to all cGMP and FDA regulations.
 - Report accidents and unsafe conditions or unusual circumstances to supervisor.
 - Maintain a neat and orderly work area at all times
 - Other duties as assigned or delegated
 - Comply with FDA guidelines/Company Policies of Data Integrity

4. Typical Supervisory Responsibility:

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N/A

5. Education/Technical Competencies/ Certifications/ Licenses:

Technical competencies	<ul style="list-style-type: none"> 1+ years' experience in manufacturing or warehouse environment. Ability to read, write and communicate in English at a level to facilitate the understanding terminology of the job. Ability to comprehend and follow written and verbal procedures or instructions. Flexible to work extended hours when required. High attention to detail and accuracy.
Education/Certifications/Licenses/Other	High School or equivalent

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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