

KVK Tech	Master Job Description		
	Revision:		

Department	Packaging		
Job Title	Operator	FLSA Status	Non-Exempt
Role	N/A		
Sub Role (If any)	N/A		
Reports To	Packaging Group Leader		

1. Role Purpose:

(Provide a brief summary of the primary purpose of this role)

The packaging operator performs packaging of pharmaceutical products according to all standard operating procedures (SOPs) and company policy and procedures, while also complying with cGMP, OSHA and DEA regulations and guidelines. This position works under the guidance of the Packaging Group Leader and reports directly to the Packaging Group Leader.

2. Key Duties & Responsibilities:

(Briefly describe the essential activities that are performed by this role including key duties/responsibilities. Each statement should start with a verb. Additionally, indicate how frequently it is performed)

- Handle start up and shut down duties pertaining to the packaging equipment at the beginning and end of each shift.
- Operate packaging equipment in accordance with all company SOPs, including loading machines and tending machines during all phases of the packaging process.
- Ensure packing integrity by performing quality checks.
- Perform minor equipment adjustments to maintain product quality and maximum production.
- Read, review and maintain accurate batch record documentation.
- Maintain a clean and orderly work area.
- Follow all safety procedures while operating equipment.
- Report any machine issues or malfunctions immediately to a mechanic or supervisor.
- Complete all line cleaning and end of day procedures as per GMP and company SOPs.
- Work cooperatively with others to meet daily production goals and quality standards.
- Maintain a positive attitude and works quickly to get things done.
- Follow all standard operating procedures (SOPs) accurately.
- Adhere to all cGMP, OSHA and EA regulations and guidelines.
- Work flexible work hours, based on business needs.
- Assist with the training of new employees.
- Other duties as required/assigned.
- Comply with FDA guidelines/Company Policies of Data Integrity

3. Typical Supervisory Responsibility:

(Identify any responsibilities the role has for supervising others)

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N/A

4. Education & Experience:

(Describe the education required for this role, including specifications, if any. If equivalent experience or knowledge can be substituted for the educational requirements, A combination of Education and experience shall be taken into account.)

Education Requirement	Specialization (If any)
High School diploma or equivalent preferred	N/A
N/A	N/A

Experience Requirement

(Describe the experience required for this role. Identify the type of experience, number of years, and any additional comments on the experience and education requirements for the role. Also, include any geography specific requirement that differs from the experience.)

N/A	
Number of Years (Minimum to Maximum)	N/A

5. Technical competencies/ Certifications/ Licenses:

(Briefly describe the required competencies such as, skill, ability, knowledge an individual must possess to perform the role. Also, identify any certification or licenses required to perform the role.)

Technical competencies	<ul style="list-style-type: none"> • Ability to read and comprehend documents such as batch records, operating instructions, SOPs and training materials. • Proficient communication skills, both verbal and written.
Certifications	N/A
Licenses	N/A
Other	N/A

6. Physical demand and Work environment:

(Provide details regarding the physical demands and work environment that are essential to the role)

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.

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b. Work environment:

N/A
