



**Title:**

**Packaging Operator**

Second Shift: 3:30 PM – 12 AM

**SUMMARY**

Packaging Operation is responsible for safely operating the packaging equipment to perform packaging functions such as filling, labeling, and packing containers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Tending machines and conveyors at various stages of the packaging line to maintain efficient, continuous packaging of the product for shipment;
- Executes all production processes while strictly adhering to cGMP, Standard Operating Procedures, documentation protocols, environmental health and safety guidelines and any other related regulations that could apply.
- Maintains accurate and compliant documentation on all activities.
- Assembly of basic equipment unscramblers, fillers, cappers, topsetters, bundlers,
- Refill materials as needed (e.g. bottles, caps, cotton, etc.).
- Tends/operates station(s) during production run to ensure proper operation and keep station filled with supplies or product.
- Ensures that all packaging materials and all applied codes and placards are correct as specified on fill cards.
- Weighs product at various stages of the packaging process to ensure product specs are met
- Performs checks/tests required for applicable station(s).
- Adjusts containers/materials for proper placement and remove defective pieces.
- Starts and stops equipment when required.
- Performs hand-packaging and material-handling functions.
- Palletize pharmaceutical drug product for shipment
- Perform any other tasks/duties as assigned by management

**To be considered, the qualified candidate will have the following**

- Proficient in basic math
- The ability to lift up to 50 pounds and stand for up to twelve hours
- Must have excellent communication and interpersonal skills
- Have experience operating continuous production machinery
- Be able to enter manual and computer data
- Fluent in English (speaking, reading, and writing)
- High school diploma or GED required

**Elite Pharmaceuticals is located at 165 Ludlow Ave., Northvale, NJ (Bergen County) 07647**  
**We offer a competitive salary and benefits package.**  
**No agencies, please.**

**Contact Information:**

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