



## PACKAGING SECTION LEADER, PRODUCTION (3<sup>rd</sup> shift)

**Status:** Full Time, Employee  
**Shift:** 3<sup>rd</sup> shift (11:00pm to 7:30am)  
**Location:** Miramar, Florida - USA  
**Work Status:** Will *not* consider sponsorship for work authorization  
**Job Number:** 2010-432

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### Summary:

Leads a team of packaging employees and along with this team performs the packaging of Aveva's Transdermal products and clinical labeling of developmental products.

**Essential Job Functions:** *This is not intended as a comprehensive list; it is the intent to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and, may be required to perform additional, position-specific tasks.*

- Leads a team in the packaging and labeling of transdermal products.
- Follows and enforce Current Good Manufacturing Practices and Standard Operating Procedures.
- Creates monitor and maintain a safe working environment throughout the operation.
- Performs continuous quality checks to assure product meets quality standards.
- Utilizes packaging operators efficiently to meet daily requirements.
- Assists in training operators in all phases of the packaging operation.
- Maintains and cleans packaging areas and equipment.
- Documents packaging steps performed in the batch record.
- Weighs and documents weights of components, laminate, and finished product.
- Sets-up and operates packaging machinery and equipment.
- Documents operational parameter for packaging equipment.
- Performs QC inspection of units and pouched units.
- Performs accountability calculations.
- Maintains cost consciousness throughout the operation.
- Creates and revises Standard Operating Procedures.
- Aids in the creation of batch records and any other document related to packaging process.
- Writes discrepancy reports and investigations as needed.

### Required Knowledge and Skills:

*An individual must be able to perform each essential duty satisfactorily.*

- Ability to read English and comprehend documents such as rules, Standard Operating Procedures, batch records and cleaning procedures.
- Ability to write in English, and complete batch record documentation.
- Ability to speak English effectively.
- Ability to add and subtract in all units of measure, using whole numbers, common fractions, and decimals.

- Ability to apply common sense understanding to carry out detailed written and oral instructions.
- Ability to deal with problems involving a few variables in standardized situations.

**Supervisory Responsibilities:**

The Packaging Section Leader gives day-to-day directions and helps all inspector packers and material handlers.

**Minimum Qualifications:**

High School diploma or General Education Degree(GED) plus 2 – 3 years related experience and/or training; or equivalent combination of education and experience. Previous supervisory or lead experience in cGMP manufacturing required. A minimum of two years experience as an Inspector/Packer II or equivalent related experience.

For consideration, submit resume to: [careers@avevadds.com](mailto:careers@avevadds.com).

**No phone calls please.**

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