



General Helper Job Description

Overview:

Out of the Box Packaging Inc. operates a manufacturing/ QA facility that specializes in contract packaging and assembly. We offer a number of co-packing services to many companies looking for efficient, customized solution at affordable rates. We specialize in shrink wrapping, poly bagging and heat sealing, repacking, fulfillment and quality control work to name a few.

Title: General Helper

Reports to: Production / QA Supervisor

Responsibilities:

Works under direction from the Line Leader, performs job duties in a safe manner in accordance with OOTB operational, safety and quality procedures and in compliance with GMP

- Learn and apply the procedures for each task as per the instructions from the Line Leader
- Visually identify, inspect ingredients, discard any damages/defects while packing on line
- Maintains and operates packaging equipment in a safe manner
- Completes work within expected periods of time
- Has good attendance and punctuality
- Keeps workspace clean in accordance to housekeeping standards
- Performs other work as assigned by Line Leader or Production / QA Supervisor

Skills and Competencies:

- Ability to perform repetitive tasks with accuracy and a consistent pace, with rotational direction
- Quality focused, strives for high level of accuracy and completeness
- Ability to learn new tasks and learn to operate basic production equipment
- Strong observation skills, detail orientation, can catch errors or inconsistencies
- Supportive team player
- Communicates well with all staff

Application instructions:

Please email your resume to Human Resources.

- Email address: kramkissoo@ootbinc.com
- Kindly indicate your role of interest in the subject field
- We are an equal opportunity employer. If you require an accommodation, we will work with you to meet your needs.