Production Associate Job Description

Out of the Box Packaging Inc. (OOTB) operates several manufacturing/ QA facilities in the GTA. We offer a number of co-packing services to many companies looking for efficient, customized solutions at affordable rates. Our services include shrink-wrapping, poly bagging and heat sealing, repacking, fulfillment, quality control work and more. Please visit www.ootbinc.com to learn more.

Title: Production Associate

Reports to: Production Supervisor

Responsibilities:

Production Associates perform job duties in a safe and efficient manner in accordance with OOTB's operational, safety and quality procedures and in compliance with Good Manufacturing Practices (GMP).

- Manually pack items into bags, boxes or other containers within set timelines to meet efficiency goals
- Visually identify, inspect ingredients, discard any damages/defects while packing on line
- Safely maintains and operates packaging equipment
- Keeps workspace clean in accordance to housekeeping standards
- May measure and transport materials within the warehouse
- Adheres to GMP and Occupational Health and Safety procedures at all times
- Performs other front-line work as assigned by the Production 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
- Communicates well with all staff
- Excellent punctuality
- A supportive team player who understands and exemplifies OOTB's Core Values
- Able to work on weekends and evenings

Working Conditions:

- Repetitive maneuvers i.e. picking, packing, moving product
- Standing for long periods at a time
- May work in a refrigerated environment
- May require lifting up to 40lbs

Application instructions:

Please email your resume to Human Resources.

- Email address: kramkissoon@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.