

LEAD PACKER

VistaPharm, Inc. - Largo, FL

Job Summary:

The preferred candidate will assure individual compliance with the FDA regulations, cGMP's and all other applicable international regulatory compliance requirements, applicable department programs, including training, documentation, standard operating procedures, and VistaPharm, Inc. policies and procedures.

Job Responsibilities:

- Ensure Compliance to:
 - Current Good Manufacturing Practices (cGMPs);
 - Standard Operating Procedures, Departmental Procedure and recommend revisions
 - Plant Safety Standards and procedures
- Act as line leader to ensure packaging personnel are following packaging instructions.
- Coordinate on time activities to include breaks/lunch and escalate appropriately when issues arise for timely correction.
- Ensure that all current Good Manufacturing Practices (cGMPs) and SOPs are adhered to as related to the equipment, work area, and personnel.
- Know all procedures and perform paperwork documentation for all packaging operations (unit dose, powder, bottle liquid products), including Schedule II materials.
- Document pertinent information onto appropriate Batch Records neatly and accurately. Know function and purpose of Batch Record paperwork.
- Assist in training of new packaging personnel on packaging operation, minor equipment, and procedures pertaining to their job function.
- Assist in component transfers.
- Calculate the quantities of the daily discarded materials.
- Act as designated observer when transferring Schedule III – V controlled substances.
- Review Batch Records on-line for completeness and accuracy after packaging and prior to submission to Production Supervisor and/or Quality Assurance.
- Complete packaging reconciliation forms.
- Process rework documentation and review packet prior to submission to Production Supervisor and/or Quality Assurance.
- Maintain inventory of required operating and office supplies on line assigned.
- Ensure all effective dated packaging forms are accurate and current with the SOPs.
- Maintain sanitary practices when handling product or components.
- Attend training sessions to maintain and increase knowledge of the current Good Manufacturing Practices (cGMPs) and Safety Awareness.
- Perform any other task assigned by the Production Supervisor / Management or Designate.
- Check quality of packages being packed.
- Check quality of packaging components.
- Ensure proper counts of packages and finished goods.
- Maintain packing rates specified as required.
- Place label and product information where necessary.
- Perform all retaping of reinspected goods.
- Repack all rework cases as required.
- Load skids with finished product.
- Keep work area clean and orderly.
- Assist in the checking-in and accountability of packaging components

Qualification and Requirements:

- High School Diploma or equivalent
- Must be able to sit or stand for long periods of time
- Must be able to lift up to 20 pounds
- Good communication skills
- Travel between VistaPharm buildings is required on a routine basis

Benefits & Compensation:

This position offers a competitive total compensation package, including health benefits (medical, dental, and vision), 401k with company match, life insurance, and paid vacation and personal time.