

# OXFORD PHARMACEUTICALS, LLC

301 Leaf Lake Parkway  
Birmingham, AL 35211

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## **Packaging Operator Job Description**

### **Summary:**

Leads and performs a variety of process duties according to batch record and Standard Operating Procedures (SOP's) on a pharmaceutical packaging line, but not limited to, operating machines, and manual packing of bottles/blister packs into boxes.

### **Essential Job Functions:**

- Carries out responsibilities in accordance with the organization policies, procedures, and state, federal and local laws.
- Works on automated machinery operating bottle and blister packaging equipment.
- Ensures batch records, equipment log books, and other relevant records are completed correctly and are current.
- Adheres to company uniform and gowning policies.
- Reports process or equipment problems to area supervision.
- Performs changeovers and set-up of equipment for processing operations.
- Possesses mechanical aptitude and/or ability for basic equipment troubleshooting.
- Cleans and maintains packaging rooms and equipment.
- Monitors process and equipment and makes necessary adjustments to maintain batch record specifications.
- Follows established department SOP's and batch record instructions.
  
- Ensures compliance with all Company policies and procedures, including safety rules and regulations.
- Appropriately utilizes Personal Protective Equipment (PPE) at all times.
- Other job duties as assigned.

### **Knowledge of:**

- Current Good Manufacturing Practices (cGMP's).
- Food and Drug Administration (FDA), and other regulatory requirements.
- SOP's, equipment and safety practices.
- Packaging processes and equipment procedures.
- Business English usage and spelling.
- Basic Math Computations.

**Skilled in:**

- Follows verbal and written directions.
- Communicates clearly and concisely, both orally and in writing.
- Basic computer knowledge.
- Making corrections and writing comments in the batch record.
- Establish and maintain cooperative working relationships with others.
- Ensures compliance with all Company policies and procedures, including safety rules and regulations.

**Physical Requirements:**

- Employees in this position are subject to extended periods of standing, walking, pushing, pulling, bending, vision monitoring, lifting equipment or materials up to 50 pounds.

**Preferred Qualifications:**

- High School Diploma or equivalent
- 2-5 years of experience in pharmaceutical, medical device, food manufacturing/packaging environment.