

<b>Job Description – Packaging Room Associate</b>	
Job Holder Signature:	Manager Signature:
Date Signed:	Date Signed:

**Description**

This position is responsible for completing secondary packaging room activities as instructed by a Packaging Room Supervisor and/or the Director of Operations.

**Responsibilities**

- Inspects blister strips, blister cards, foil pouches, bottles and vials for damage or defects
- Assembly, inspection and manual application of labels at all product storage temperatures
- May operate semi-automated packaging equipment in secondary packaging rooms
- Performs accountability of drug product, clinical labels and packaging components within each batch record activity
- Completes minor and major cleans in secondary packaging rooms including any equipment
- Works directly Operations and Quality Assurance to resolve any discrepancies or to gain clarification
- Performs other duties as required

**Position Requirements**

- Der abschluss, das abitur or equivalent
- Strong reading, writing and verbal communication skills in German and English are essential
- Basic mathematical skills
- Follows instructions well and clearly documents actions
- Must work well with employees inside and outside the packaging rooms
- Previous experience of working within a similar environment preferred
- Good working knowledge and compliance of all SOPs related to packaging and labelling
- Strict adherence to cGMPs
- Adhere to all Health and Safety guidelines
- Ability to work independently and in a team-oriented collaborative environment is essential
- Able to easily deal with changing priorities, demands and timelines
- Strong interpersonal skills
- Ability to carry out tasks in a high-pressure environment

**Competencies**

- Self-awareness and sensitivity
- Attention to detail
- Flexibility and adaptability
- Maintains a high standard of quality
- Results focussed and tenacious

**Work Conditions**

- Reports to Packaging Room Supervisor
- Gowning in packaging rooms
- Handling of bulk drug product
- Some physical lifting
- From time to time overtime may be required to meet project deadlines
- Ability to work under own initiative and in a team