

Production Associate I

Van Beek Natural Science

Reports to: Director of R&D and Production

Primary Purpose:

Work in the production of feed supplements and nutraceuticals in accordance with company policies, quality assurance certifications and regulatory requirements while maintaining efficiency. Responsible for batching, filling, and packaging of finished products with one or more miscellaneous assigned responsibilities.

Duties and Responsibilities:

- 1. 85% White Room and Capsule Room Production**
Work primarily in the White Room and Capsule Room batching, mixing, blending, filling, and packaging powders, capsules, liquids, gels, ointments and creams for Van Beek Natural Science. Requirements include keeping track of all lot numbers and quantities of ingredients used in formulating work order as well as recording production hours for each work order. Also responsible to clean equipment in accordance with company GMPs and log completed entries. Maintain overall cleanliness and efficient organization of the production areas.
- 2. 10% Miscellaneous Assigned Responsibilities & Inventory Counts**
 - a. Responsible for one or more of the following:
 - Label control
 - Production record (work order) review
 - b. Assist with inventory counts to assure accuracy of bookkeeping.
- 3. 5% Other Responsibilities**
Conduct other duties and functions as requested by management

Job Requirements and Skills:

Education	High School Diploma or GED.
Work Experience	Minimum of 3 years experience in manufacturing preferably in the feed, food, or pharmaceutical industry.
Skills	<ul style="list-style-type: none">- Mechanical- Basic computer knowledge in Excel- Math- Organizational Skills

Physical Requirements

Climbing (stairs, ladders)
Stooping (bending, kneeling, crawling)
Standing
Walking
Pushing, Pulling up to 60 lbs.
Lifting up to 50 lbs.
Sweeping, Shoveling
Grasping, fingering

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