

Production Associate II

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. **70% White Room and Capsule Room Production**
Works 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. **15% Bulk Powder Mixing / Lower Warehouse Responsibilities**
Batch and mix bulk dry powder formulas and capsule premixes in accordance with company and regulatory requirements stated above. Bag these powder blends in 50 lb. bags and/or 60 lb. drums. Pull pallets of inventoried ingredients and finished goods to and from storage racks using fork lift. Help to load and unload deliveries. Transfer inventory to and from off-site warehouses.
3. **10% Miscellaneous Assigned Responsibilities & Inventory Counts**
 - a. May be asked to assist as secondary backup for one or more of the following:
 - Shipping
 - Receiving
 - Safety committee representative
 - b. Assist with inventory counts to assure accuracy of bookkeeping.
 - Production record (work order) review
4. **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

- Mechanical, Math, Organization, Computer knowledge in Excel
- Ability to operate a forklift or be trained to operate a forklift
- Ability to drive flatbed truck (manual transmission)
- Must have valid drivers license.

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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