

JOB TITLE: Packaging and Labeling Coordinator
DEPARTMENT: Operations/Compliance Department
DATE: May 25, 2018
REPORTS TO: Operations Supervisor-Process & Compliance Management
CLASSIFICATION: Non-Exempt
PAY RANGE: DOEE

POSITION DESCRIPTION: The Packaging and Labeling Coordinator is responsible for purchasing packaging materials and coordinating the destruction of obsolete materials for multiple facilities. This role is responsible for ensuring the proper storage and maintenance for all finished goods packaging and labeling materials.

TECHNICAL RESPONSIBILITIES:

1. Places orders for labels, boxes, and any other materials required for packaging products according to established specifications and timelines, ensuring materials are in place when needed through schedule adherence and focused follow-up.
2. Obtains quotes for shredding and schedules destruction of obsolete materials to minimize use of storage space.
3. Creates and maintains a clear methodology for tracking and maintaining label traceability.
4. Examines packaging materials and labels for suitability and correctness before use in production.
5. Visually inspects for correct labeling and records results in batch production or control records?
6. Assists in all activities necessary to generate, revise, and ensure the accuracy and integrity of product labeling.
7. Ensures returned labels are maintained in an orderly manner to prevent mix-ups.
8. Facilitates any change orders needed to new or updates to existing labels.
9. Travels between corporate headquarters and warehouse(s) as needed to audit labels and assist with preparation for manufacture or destruction.
10. Performs other related administrative duties as may be assigned by the supervisor.

JOB REQUIREMENTS:

1. Must be proficient in Excel, Word, and Outlook
2. A.A. degree required
3. One to two years of experience in purchase order preparation and inventory tracking preferred
4. Must have excellent proofreading skills and attention to detail
5. Exceptional data management, analytical, and interpersonal skills
6. Must have reliable transportation, as some inter-office travel will be required
7. Ability to multi-task, prioritize, organize, and work well under pressure to meet tight deadlines

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to alternate between sitting and standing positions. The employee must be able to take on moderate driving duties traveling between facilities. The employee frequently is required to reach with hands and arms, use hands and fingers to handle controls,

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This Job Description should not be construed to imply that these job duties/ requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

computer and mouse; talk and hear. The employee is required to walk, stand, stoop, and lift as required to examine packaging materials stored on warehouse racks. Specific vision abilities required by this job include close vision and the ability to adjust focus. Proper lifting techniques required. May include lifting up to 30 pounds for packaging materials on occasion.