



Title: Packaging Team Member

Status: On-site position

Reports to: Sr. Manager, Packaging & Warehouse

Job purpose

St. Francis Herb Farm – located in Barry’s Bay, Ontario is seeking to hire an experienced and passionate **Packaging Team Member**. As one of Canada’s leading herbal supplement brands with over 30 years of uncompromising quality and service to our valued customers, our mission is to empower people on their wellness journey through education and plant medicine. If you are interested in being part of our exiting growth journey in our New Facility, read on!

Duties and responsibilities

- Operate inline filling system and capping machine operators and carefully follow standard operating procedures for the quality- controlled packing of finished products which include oils, creams, capsules, liquids and tinctures.
- Assist with labeling products and sealing products with heat gun.
- Ensure labels and MPD sheets are correct for accuracy at all times.
- Gather products from inline filling machine and assemble into totes for order distribution.
- Perform data entry as instructed to enter product activity into the computer ensuring all reporting and documentation is carefully recorded and verified to ensure the highest quality standard throughout the manufacturing process.
- Assist in cleaning and sanitation on a daily and weekly basis as required in the formulating and packaging areas.
- Other duties as assigned and cross-training provided to support operations.

Education & Experience Required

- Minimum education- completed Grade 12
- Minimum 1-year experience in production/manufacturing environment
- Ability to read, understand and follow instructions and apply information provided in standard operating procedures and other documentation.

- Understanding of Material Safety Data Sheets, WHMIS
- Read and comply with all quality standards, policies and protocols including protective personal equipment such as protective glasses, lab coats, safety shoes and hair nets.
- Ability to accurately enter data into the ERP system for production recording keeping.
- Possess basic computer skills such as MS Office and ability to complete required online training.

Ideal Competencies

- Ability to work in a collaborative team environment.
- Accuracy and close attention to detail required.
- Ability to read, understand and follow instructions and apply information provided in standard operating procedures, MSDS and other documents.
- Ability to follow scheduling requirements.
- Ability to work in fast-paced environment.

Additional Information

Qualified candidates are invited to e-mail their cover letter and resume in confidence to jobs@stfrancisherbfarm.com by **Friday, September 22nd, 2023**.

We know your time is valuable and we appreciate your participation. We thank all applicants for their interest in exploring employment opportunities with St. Francis Herb Farm, however only those selected for an interview will be contacted. Applicants may be subject to a background check and must meet the security criteria designated for the position (if applicable).

St. Francis Herb Farm is happy to provide employment accommodation during the recruitment process. Should you require any accommodation, please indicate this on your application and we will work with you to meet your accessibility needs.