



Job Title

Packaging Graphic Designer | Full-Time Permanent | Hybrid

About St Francis Herb Farm

We like to say, “you can tell how herb obsessed we are by the grass stains on our genes.”

For more than three decades our family has cultivated the land and nurtured our knowledge to bring the power of the plant to the World. We are herbalists. We are farmers.

Our Certified Organic Farm adheres to strict organic principles to cultivate some of the highest quality herbs used in our plant medicine production.

St. Francis Herb Farm’s site is GMP compliant. This ensures that our products are consistently produced and controlled to the quality standards appropriate for their intended use and as required by the product specifications outlined (and approved) by Health Canada.

Manufactured in Canada’s largest dedicated plant medicine facility, our herbal products can be found on store shelves and in Naturopathic Doctors’ offices across Canada and beyond. We craft liquid and powdered extracts, creams, salves, and syrups to help Canadians on their wellness journey.

About the Packing Graphic Designer Role

The Packaging Graphic Designer plays a pivotal role in creating visually compelling and regulatory-compliant labels for our diverse range of natural health products. Collaborating closely with the marketing, regulatory, and product development teams, you will contribute to the overall success of our brand by designing labels that not only captivate consumers but also convey essential product information.

What We Offer

- Paid vacation time, personal days, and sick days
- Annual Performance-Based Bonus
- Group Health Benefits
- Product Discounts
- Work Events, including monthly onsite lunches
- Training and Development Support
- Milestone Awards

How to Apply

Before applying, please review the full job description, which outlines the key responsibilities and required experience.

Qualified candidates are invited to submit their application as a single pdf document in confidence to jobs@stfrancisherbfarm.com by 4pm on November 10, 2024.

Applicant Acknowledgement and Accessibility Information

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.

St. Francis Herb Farm is happy to provide employment accommodation during the recruitment process. Should you require accommodation, please indicate this on your application, email jobs@stfrancisherbfarm.com, or call HR at 343-804-5999, and we will work with you to meet your accessibility needs.

Job Title	Packaging Graphic Designer
Reports to	Product Manager
Location	Hybrid

Job Purpose

The Packaging Graphic Designer plays a pivotal role in creating visually compelling and regulatory-compliant labels for our diverse range of natural health products. Collaborating closely with the marketing, regulatory, and product development teams, you will contribute to the overall success of our brand by designing labels that not only captivate consumers but also convey essential product information.

Key Duties and Responsibilities

Label Design:

- Develop visually appealing and consumer-friendly label designs for natural health products, ensuring alignment with brand guidelines.
- Incorporate essential product information, regulatory requirements, and industry standards into label designs.
- Maintain the file and revision control system for all packaging design projects.

Regulatory Compliance:

- Stay informed about health product labeling regulations and guidelines in Canada.
- Ensure all label designs comply with regulatory requirements, including ingredient lists, health claims, and dosage instructions.

Collaboration:

- Work closely with cross-functional teams, including marketing, quality, and product development, to gather information for label creation.
- Iterate designs based on feedback from internal stakeholders to achieve optimal results.

Print Production:

- Liaise with purchasing to ensure the accurate execution of label designs during the printing process.
- Troubleshoot any issues related to print production to maintain quality standards.
- Update labels based on Product Change Notifications.

Market Research:

- Stay updated on design trends in the natural health product industry and integrate innovative elements into label designs.
- Research competitor labels and industry best practices to inform design decisions.

Other Duties:

- Attend Product Change Notification meetings to ensure all changes are being captured on labels
- Ensure all updates to labels are also updated on the Master Product File, website, media portal and Amazon tiles.
- Support Product Manager with various administrative tasks.
- Other duties, as assigned

Education and Experience

- Bachelor's degree or college diploma in Graphic Design, Visual Arts, or a related field.
- Proven experience as a Graphic Designer specializing in label design, preferably in the natural health product or CPG industry.
- Proficiency in graphic design software (Adobe Creative Suite, etc.).
- Proficient in Microsoft Office applications, especially with SharePoint, Excel, Outlook and Teams.
- Strong understanding of health product labeling regulations in Canada.
- Attention to detail and ability to balance creative design with regulatory requirements.
- Fluent in English (verbal and written proficiency).

Competencies

- Ability to work in a collaborative team environment and independently.
- Effective interpersonal and communication skills.
- Good organizational and time management skills.
- Must be willing to adhere to SFHF health and safety standards, policies, and procedures.
- Demonstrated integrity and accountability in line with organization's Guiding Principles.
- An interest in learning about natural health and the power of plant medicine.

Work Schedule

- Must have reliable home internet service.
- Must be available up to 1 day per week on-site at 50 Lane Street, Barry's Bay ON.
- Flexibility for an onsite role available.

Physical Requirements

- Use of computer and peripherals.
- Able to lift and move office supplies and products.
- Specific vision requires include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.