



Example of Packaging Supervisor Job Description

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Our innovative and growing company is looking to fill the role of packaging supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for packaging supervisor

- Conducts and documents Packaging Technician training
- As part of coaching/mentoring, provide positive feedback and constructive criticism to Packaging Technicians on an on-going basis
- Author and conduct TrackWise investigations (Investigation, root cause, corrective action, preventative action) within prescribed time frame
- Provide input in developing strategy and departmental business plan
- Be accountable for executing short-term production objectives ensuring proper and compliant utilization of labor, equipment, information and raw materials
- Effectively manage Operations Associate performance and development to support company policies, procedures and goals
- Identify and prioritize improvement priorities (process, equipment, systems) with the PRT
- Review and approve packaging batch records
- Ensure lines are adequately staffed on a regular basis and plans are in place to meet ongoing staffing needs to reflect changing priorities
- Analyze the operation against Unit Fill Rate, Standard Operating Procedures (SOPs), to ensure compliance and proactively identifies gaps and presents solutions to resolve

Qualifications for packaging supervisor

- Must have strong leadership skills with 2+ years experience supervising a

- Knowledge of pharmaceutical packaging equipment and processes preferred
- Requires 1-2 years experience in drafting and revising SOPs for pharmaceutical packaging equipment and processes
- Successful performance requires the ability to multi-task, deliver assigned work on time and to re-prioritize tasks when business needs change
- Must be experienced computer user and proficient with Microsoft Office programs (Word, Excel, PowerPoint)