



Example of Packaging Supervisor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of packaging supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for packaging supervisor

- Attend GMP training on the schedule designated for my role and as appropriate
- Effectively manage owned items on the DCM Dashboard
- Maintain superior housekeeping and appearance through walkthroughs
- Initiate and lead non-conformance investigations including Quality Notifications, Consumer Complaints and CAPA's as assigned
- Ensure process is in compliance with Environmental and Safety regulations
- Use effective case management of incidents while liaising with Safety Engineer and Safety Teams to conduct safety investigations and initiate safety process improvements
- Plan, supervise, direct and engage in daily packaging, blending and tablet production operations
- Problem solve/troubleshoot production issues and recommend/implement changes to maximize production yields and efficiencies
- Work with Maintenance, Quality Control and other departments as needed in order to ensure adherence to Standard Operating Procedures, Quality and GMP Standards
- Responsible for personnel development

Qualifications for packaging supervisor

- Must be flexible with a demonstrated proficiency in supervising and training a

- Must be able to communicate in both written and verbal form with various levels of colleagues
- General knowledge of Microsoft products such as word, excel and outlook
- Experience with packaging, pelletizing and loading (both bulk and pallet) a plus
- Attention to detail, information accuracy and quality is a must
- Five years' experience in a similar role required