



Example of Production Line Operator Job Description

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Our company is searching for experienced candidates for the position of production line operator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for production line operator

- Performs complete physical inventories of material as required by procedures and prepare reports
- Provides material handlers with PIC list identifying location of stored client material and available locations for storage
- Monitors the orderliness of the warehouse raw material storage areas and takes action as needed to maintain proper organization
- Assists in the location of excess material identified by the Client Services Department
- Notifies appropriate personnel if there are major variances of client copy
- Develops good rapport with postal personnel assigned to the facility
- Provides orientation to new employees, to include safety practices training
- Monitors the quality of technician reports, to include piece weights and weight verification calculations
- Provides accurate route delivery information and any independent contract carrier issues
- Ensures that the line is set up correctly per the filling and packaging instructions

Qualifications for production line operator

- Interpret quality requirements on motor product
- Load / unload equipment in area
- Sort and identify the product and move to correct location

- Excellent GMP habits and practices Demonstrated ability to stand for long periods of time, lift up to 50 pounds, bend, stoop, and carry