



FILLTECH USA

Pre-Weigher

Reports To: Compounding Supervisor/Compounding Manager

General Description:

The Pre-Weigher is responsible for the weighing of raw materials used in the manufacture of bulk products.

This position reports to the Batching Supervisor and Batching Manager

Specific Responsibilities & Duties:

- 1 year of working in an FDA or GMP manufacturing environment is preferred.
- Proven ability to meet production needs for successful results.
- Experience completing documentation in a manufacturing environment.
- Ability to comprehend and abide by relevant policies/procedures pertinent to safety, quality, security, and operations.
- Ability to work both independently and in a team environment and maintain efficiency, quality and safety.
- Read, write, and speak the English language fluently.
- Work closely with and in-cooperation with team leads and peers.
- Must be able to complete all required documentation (includes, but is not limited to, batch records, log books, notebooks, raw data (charts, graphs, scans, etc.), validation protocols, labels and cGMP-related forms).
- Organization and Strong Time Management Skills.
- Hygiene oriented.
- Strong verbal and written communication skills, with an ability to summarize and communicate results clearly.
- Mathematically inclined – The ability to add, subtract and decimal calculations to meet measurement specifications.
- Ability to read and follow detailed instructions.
- Safety conscious.
- Batching/Weighing/Sampling materials using the metric and US systems.
- Read and follow very specific batch records to mix and dispense all types of ingredients into various containers.
- Maintain lot number integrity for all ingredients.

- Accurately and completely record all required information on the batch records.
- Calculate raw materials needed for ingredients. Handling raw materials and understanding safety procedures associated with handling raw materials.
- Operating large scales, small balances, pallet jack, blenders, and processing tanks
- Understand and follow SOPs and cGMP guidelines.
- Work closely with the Quality Department to ensure proper batch records are issued according to production needs.
- Responsible for proper inventory control (requisitioning and usage inputs).
- Responsible for constant communication with the department Management to determine needs.
- Must be able to lift 50 lbs and move product barrels that are 70lbs.
- Perform additional job-related duties, as required.