



JOB DESCRIPTION

The nature of **LIN-ZHI INTERNATIONAL**'s business dictates that personnel must remain flexible with the ability to accept responsibilities within their educational and training levels. These may be different from those stated on their "Terms of Employment."

JOB TITLE:

Packaging and Laboratory Technician

RESPONSIBLE TO:

Production Manager

GENERAL DUTIES:

- The Packaging and Laboratory Technician is responsible for the assembly and packaging of products and supporting the Production Department by maintaining lab-ware, documentation, inventory and helping with special projects. 80% of the position will be dedicated to packaging duties and 20% will be dedicated to laboratory technician duties.
 - * Additional duties and modification may be added as the need arises.

SPECIFIC DUTIES OF PACKAGING (80% OF RESPONSIBILITIES):

- Assemble finished good products and print using barcode software, label, fill, cap, and package
- Examine and inspect labels and finished good products to ensure that packing specifications are met
- Follow Standard Operating Procedures and properly document process with good documentation practices
- Maintain inventory of packaging supplies
- Maintain a clean, sanitary work place, including washing filling equipment and accessories
- General lab and equipment maintenance
- Meet production deadlines and manage multiple projects
 - * Additional duties and modification may be added as the need arises



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SPECIFIC DUTIES OF LABORATORY TECHNICIAN (20% OF RESPONSIBILITIES):

- Maintain lab-ware, bulk containers, laboratory equipment and instrument consumables by cleaning and washing
 - Keeps general laboratory supplies ready and stocked
 - Scan, indexes, files, and maintains production records
 - Maintains a clean and sanitary work area in accordance with standard laboratory practice and procedures
- * Additional duties may be added as the need arises

QUALIFICATION & EXPERIENCE REQUIREMENTS:

- High school graduate
 - High attention to detail
 - Good work ethic/on time/reliable
 - Good organization skills
 - Follows directions/instructions well
 - Focused
 - Must be able to lift/move up to 40 pounds
 - Ability to work well under deadline situations
 - Basic knowledge of internet/e-mail, Microsoft Word and Excel is preferred.
 - Able to work in the cold room periodically, which is kept at 2 – 8°C (35.6 – 46.4°F).
- * After hiring, required to provide a vaccination record and/or confirm current Hepatitis B status.

Lin-Zhi International, Inc. is committed to building a diverse and inclusive work environment that reflects the society and communities in which we are located. We're committed to diversity and actively seek out applicants from groups facing systemic inequities in the biotech world.

Lin-Zhi International, Inc. is an equal opportunity employer. We enthusiastically welcome and accept our responsibility to make employment decisions without regard to race, gender, sex, sexual orientation, gender identity, age, religious creed, color, national origin, religion, marital status, medical condition as defined under State law, disability, genetic information, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, state, and/or local laws and ordinances.