

**LIN-ZHI INTERNATIONAL, INC.**  
**STANDARD OPERATING PROCEDURE**

**REF: ADM/0209-14**  
**ISSUE: 3**  
**REV: 8**  
**DATE: 04/04/2025**

**JOB DESCRIPTION**

***Lin-Zhi International, Inc.***<sup>™</sup> (LZI) was founded in 1998 by Dr. Cheng-I Lin and Dr. Marie Lin in California. LZI focuses on producing innovative and high-quality homogeneous enzyme immunoassay (EIA) and enzymatic assay reagents for the clinical diagnostic industry. As both a cutting-edge biotech company and a small business, LZI seeks employees who will thrive in a small-business setting: self-driven, hard-working, and flexible individuals.

The nature of **LIN-ZHI INTERNATIONAL**'s business dictates that personnel must remain flexible and have 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 Technician

**RESPONSIBLE TO:**

Packaging Supervisor and Production Manager

**GENERAL DUTIES:**

- The Packaging Technician is responsible for the labeling, filling, and packaging of products.  
\* Additional duties and modifications may be added as the need arises.

**SPECIFIC DUTIES:**

- 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.

**QUALIFICATION & EXPERIENCE REQUIREMENTS:**

- High school graduate.
- Excellent attention to detail.

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**QUALIFICATION & EXPERIENCE REQUIREMENTS, CONTINUED:**

- Good organization skills.
- Strong communication skills.
- Must be able to lift/move up to 30 pounds.
- Ability to work well under fast-paced, deadline situations.
- Able to work in the cold room periodically, which is kept at 2 – 8°C (35.6 – 46.4°F).

**PREFERRED EXPERIENCE:**

- Demonstrated ability to operate machinery.
- Skilled with Internet/E-mail, Microsoft Word and Excel.

*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.