

POSITION: Line Technician

SHIFT: Afternoon Shift

Interested applicants should submit their applications/cover letters/resumes to careers@apollocorp.com.

Position Summary

- Responsible for ensuring the achievement of optimum operating efficiency of the production line
- Ensure effective execution of the production lines in accordance with safety requirements
- Ensure timely change over and an accurate set-up
- Respond to issues and troubleshoot immediately
- Achieve communicated targets and quality results

Responsibilities & Duties

- Proactively plan/schedule line needs (tooling, maintenance, changeovers, etc.) for each shift; predict tool wear and tool changes based upon SPC data and liaise with maintenance to ensure efficient PM is performed and supplies of necessary tooling are available
- Read and interpret engineering drawings and specifications; identify, select and prepare tooling and change parts as necessary
- Analyze "out of tolerance" conditions and make adjustments as required
- Read and interpret production reports and obtain first offs
- Set up and maintain production assets (labeler, filler, capper) to ensure optimal run time
- Measure and layout workplace material to optimize work flow efficiency
- Continuously monitor work target achievements, use problem solving approaches and take remedial action when needed
- Communicate information to the Supervisor (i.e. manpower, production, machine issues) and recommend remedial action to the Supervisor as required
- Communicate precise instruction to operators in regards to the safe set up and operation of machinery; demonstrate job functions to coworkers as needed
- Continuously monitor product for defects and quality. Identify appropriate colors, alignment, lot codes, debris and other observable defects.
- Read and understand Process Instructions (PI), product labels and Standard Operating Procedures (SOP's); verify, communicate and improve SOPs and PIs as required
- Communicate with co-workers in order to solve immediate production concerns or complete production assignments; complete production assignments in a timely manner and in accordance with department schedules.
- Clean and sterilize equipment and turnaround for next batch in specified time; ensure the production area is washed and cleaned thoroughly on a daily basis.
- Read, understand and complete required documentation. All paperwork shall be accurately and neatly completed in accordance with established policies and procedures.
- Handle bulk materials and finished goods in accordance with safety and cGMP requirements.
- Efficiently and safely operate assigned machinery; perform simple maintenance and report malfunctioning equipment immediately to Supervisor or Manager.
- Direct line coworkers as needed to maximize output and quality.
- Coach employees on correct procedures of how to perform the task at hand with the appropriate SOPs.
- Perform other duties as assigned

Qualifications & Experience

- Mechanical/Manufacturing Engineering Diploma/Degree or related equivalent
- Full understanding of tools, work offsets and machine controls with capability to learn to operate, troubleshoot, and program multiple production machines (labeler, capper, filler)
- Demonstrated understanding of the principles of cost control systems and cost conservation
- Demonstrated leadership abilities
- Excellent communication skills in all formats (Oral, Written, Drawing, Programming)
- Willing and able to work all shifts including continental and overtime
- Complete knowledge of the manufacturing process of the line or production area that the position covers
- Ability to use and understanding of measurement tools such as meters, recorders and gauges
- Demonstrate competency to safely handle items such as chemicals, powders and mechanical equipment.
- Demonstrated ability to work cooperatively and efficiently with coworkers to complete assigned tasks

HIRING OPPORTUNITY

- Proficient computer knowledge in Microsoft Office Suite required and ability to learn ERP (Syspro)

Physical Requirements/Work Environment

- Ability to wear latex gloves required
- Works in a manufacturing environment with regular exposure to dirt, dust, grease, oil, noise or temperature extremes
- Regularly faces multiple demands or distractions
- Regular exposure to machinery or equipment
- Standing for extended periods of time at a computer station or work desk; stands and walks regularly throughout the day; uses hands and fingers to operate computers and production equipment for up to 8 hours each day;
- Position does not require travel

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Duties outlined on this job description may not be all-inclusive, and can be modified at any time if requested by management. Apollo is committed to providing accommodations for people with disabilities in all parts of the hiring process. Apollo will work with applicants to meet accommodation needs that are made known to Apollo in advance.

Interested applicants should submit their updated resume and application form to the Human Resources Department prior on or before the posting deadline closes. We thank all applicants for their interest however only those meeting the minimum qualifications will be interviewed.