



**POSITION:** Production Assistant

**SHIFT:** Day Shift & Afternoon Shift

***Interested applicants should submit their applications/cover letters/resumes to [careers@apollocorp.com](mailto:careers@apollocorp.com).***

### **Position Summary**

- Tasked with supporting the manufacturing and filling process by performing work on a continuous assembly line

### **Responsibilities & Duties**

- Feed bottles to production line.
- Feed capping machine with caps.
- Check capping on bottles as they proceed along the line.
- Pack finished goods into boxes.
- Feed boxes through tape machine.
- Stack boxes on skids.
- Clean up garbage at the end of each shift.
- Use equipment, materials, and machinery only as authorized.
- Follow procedures and wear personal protective equipment as outlined in the health and safety manual.
- Follow the instructions of the Line Leader, Production Supervisor and other relevant staff.
- Follow SOP (Standard Operating Procedure)
- Adhere to OH&S (Occupational Health & Safety)
- Perform other duties as assigned

### **Qualifications & Experience**

- Completion of High School
- Previous experience in a light manufacturing facility preferred
- Excellent English communication skills
- Ability to perform standard mathematical calculations (addition, subtraction, multiplication, division and fractions)
- Experience working in a fast-paced gmp manufacturing environment
- Ability to read and understand SOPs
- Must be reliable, strong attendance, safety and gmp record
- Flexible to work overtime as needed
- Demonstrated ability to work cooperatively and efficiently with coworkers to complete assigned tasks

### **Physical Requirements/Work Environment**

- Repetitive lifting of objects under 5kg
- Repetitive manual movements
- Ability to wear latex gloves required
- Works in a manufacturing environment with regular exposure to dirt, dust, grease, oil, noise or temperature extremes
- 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.*