



JOB DESCRIPTION

Lin-Zhi International, Inc.[™] (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 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 Supervisor

RESPONSIBLE TO:

Senior Production Manager

GENERAL DUTIES:

- Responsible for the supervision of the Packaging Team and ensuring all LZI products meet quality standards.
 - Oversight of the Packaging Department which includes distribution of projects, priorities, workloads, and deadlines within the Packaging Department.
 - Responsible for management, discipline, and evaluation of Packaging staff.
 - Train staff and determine work quality expectations. Provide advice and assistance on work techniques, best practices, and subject-matter expertise to team members.
 - Ensures that departmental projects and milestones are met.
 - Ensure a safe and inclusive workplace and foster strong team morale.
- * Additional duties and modifications may be added as the need arises.

SPECIFIC DUTIES FOR PACKAGING:

- Able to handle and assist on all day-to-day Packaging duties at a high level of competency.
- Primary contact for various departments (Production, QC, Shipping) regarding product and packaging issues.
- Distribute workload. Manage day-to-day workflow within each team including identification of assignments and responsibilities, establishing work deadlines, and coordinating completion of activities.



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SPECIFIC DUTIES FOR PACKAGING, CONTINUED:

- Observe, analyze, and research packaging line operation to develop and implement scientific and efficient processes.
 - Assist in creating and updating product labels, and product pictures.
 - Identify and implement areas for improvement, particularly regarding workplace efficiency, including automation and use of technology.
 - Coordinate and implement relevant expert, trainer, and staff expertise regarding packaging processes, including mechanical engineers, machine operation experts, ergonomic consultants, etc.
 - Responsible for the implementation of automated filling and labeling instruments, including developing and writing training procedures and pertinent SOPs, and maintenance of instruments.
 - Responsible for securing, organizing, and stocking of packaging supplies and inventory.
 - Responsible for Packaging-related document control including ensuring the keeping of organized, precise, accurate, and detailed documents, spreadsheets, and logs.
 - Responsible for procedure development, protocol writing, and feedback on Packaging documentation.
 - Participate and gather information for Packaging audits.
 - Responsible for conducting Packaging meetings.
 - Responsible for the recruitment, hiring, and training of new Packaging team members.
 - Responsible for evaluation and feedback of all Packaging Technicians and Leads.
 - Responsible for monitoring and setting employee work hours to ensure employees are fulfilling hours, overtime hours, and meal breaks.
 - Communicate information to Packaging staff including company policies and procedures.
 - Communicate Packaging staff concerns to Production Manager, Upper Management, and other relevant managers.
 - Responsible for the maintenance and cleanliness of Packaging lab related areas.
 - Provide input to Production Manager regarding departmental expenditures and budgets.
- * Additional duties may and modifications be added as the need arises.

REQUIREMENTS:

- High school degree with 2+ years of supervision experience or equivalent.
- 3+ years of knowledge and experience in production line work.
- Proficient in Microsoft Word, Excel, Gmail, and Google Workspace.
- Highly organized.
- Ability to work under pressure and meet tight deadlines in a fast-paced work environment.
- Must be detail-oriented and excellent at record-keeping.
- Excellent writing and communication skills.
- Able to think critically, analyze, and troubleshoot data.
- Ability to lead, clearly explain ideas and work well on a team.



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REQUIREMENTS, CONTINUED:

- Time management.
- Prioritizing tasks to meet deadlines.
- Multitasking abilities.
- Excellent interpersonal skills.

PHYSICAL REQUIREMENTS:

- Able to work in the cold room periodically, which is kept at 2 – 8°C (35.6 – 46.4°F).
- Must be able to lift up to 50 pounds.

GENERAL ON THE JOB TRAINING REQUIREMENTS:

- Packaging training (reagent/calibrator/control bottling and labeling).
- Create labels by using Bartender Software.

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.