

**POSITION:** Production Assistant  
**REPORTS TO:** Production Supervisor

***Interested applicants should submit their resumes by EMAIL to the Talent Specialist (Ddonato@apollocorp.com)***

**POSITION SCOPE:**

The Production Assistant is responsible in supporting manufacturing and filling processes by performing work tasks on a continuous assembly line.

**RESPONSIBILITIES & DUTIES:**

- Feed bottles to production line.
- Feed capping machine with caps and add pumps to bottles.
- Check capping for good torque and proper closure on bottles as they proceed along the line.
- Pack finished goods into boxes.
- Feed boxes through tape machine.
- Stack boxes on skids.
- Perform standard housekeeping duties to ensure a clean and organized workspace is maintained, including removing garbage and waste at the end of each shift.
- Assist in preparing for and executing changeovers as required and authorized.
- Complete necessary paperwork as assigned.
- Use equipment, materials, and machinery only as authorized.
- Follow all standard operating procedures (SOPs), all communicated health & safety procedures and other policies in effect by the Company.
- Wear, use and care for personal protective equipment (PPE) as communicated and required.
- Follow the instructions the Production Supervisor or delegates such as Line Technicians or other relevant staff as required.
- Perform other duties as assigned.

**JOB SPECIFICATIONS:**

**KNOWLEDGE/EDUCATION/EXPERIENCE:** entry level; no experience required; high school diploma or equivalency required

**INTERPERSONAL SKILLS/CONTACTS:** little to no access to confidential or sensitive information; limited internal interactions and limited to no external interactions; purpose of internal/external contacts is not related to complex matters; no selling, negotiating, consulting, teaching/instructing, or advising; Standard level of written and verbal communication skills required for successful job performance

**PROBLEM SOLVING/JUDGMENT:** position is closely monitored and decisions follow prescribed guidelines; little interpretation or analysis required; generally does not make recommendations or referrals; responsible for solving simple technical problems

**MENTAL EFFORT:** requires limited or some levels of concentration and/or attentiveness; limited duration and/or intensity of efforts; requires limited or average amounts of thinking, watching, listening, verifying, checking numbers, creating or designing

**PHYSICAL EFFORT:** average duration or intensity of physical effort associated with a manufacturing environment; average energy required in terms of standing, walking, lifting, keyboarding, pushing, pulling, sitting, packing, assembling, bending or twisting; includes average fine or coarse movements

## INTERNAL POSTING

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**MATERIAL RESOURCES:** limited or average level of consequence and costs associated with errors as related to losses of time, money, or property; limited or average responsibility for machinery, work aids, equipment, materials, properties, products, stock, inventory or tools

**INFORMATION RESOURCES:** limited or average level of consequence and costs associated with errors as related to losses of time, money or property; limited or average responsibility for information and or services; limited or no access to confidential, sensitive, or proprietary information

**PEOPLE/POLICIES/PRACTICES:** no responsibility for people, policies or practices in terms of assigning work, development, evaluation, supervision, health and safety, performance, scheduling of work, training, coaching, or well being

**FINANCIAL RESOURCES:** no responsibility for financial data, money or financial transactions, financial records, expenditures, acquisition, financial analysis or risk management; has limited to no opportunity to cause a negative impact to the organization or cause a serious consequence as a result of an error

**ENVIRONMENT:** works in a manufacturing environment with regular exposure to dirt, dust, grease, oil, noise or temperature extremes; does not regularly face multiple demands or distractions; has limited or no exposure to poor ventilation or verbal abuse

**HAZARDS:** limited exposure to chemicals, fumes or smoke; has limited potential of injury, harm, illness or infectious disease; has regular exposure to machinery or equipment; does not require travel

***"Apollo Health & Beauty Care Ltd. will ensure accommodations are available in consultation with candidates during all stages of the recruitment process"***

*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 in advance.*

*We thank all applicants for their interest however only those meeting the minimum qualifications will be interviewed.*