



## Packaging Supervisor, GMP

Paris, ON | Full-time

Aleafia Health is committed to being Canada's leading patient-focused healthcare enterprise offering medical cannabis care. Our mission is to build a global cannabis brand. Through education, research, and development, we will advance the cultivation and science of medically authorized cannabis.

Reporting directly to the Extraction Manager, the Packaging Supervisor, GMP will ensure the safety, quality, productivity and training needs of the team members to achieve the production targets and quality standards defined for the packaging and processing team.

### ESSENTIAL FUNCTIONS

- Directly supervise packaging activities of employees, ensuring close adherence to production schedule. Participate in scheduling activities with other members of the Operations group.
- Provide leadership to team members and develop personnel for further growth
- Adhere to and uphold all occupational health and safety regulations and Company policies.
- Ensure compliance with GMP guidelines and SOPs, maintaining a high standard of housekeeping.
- Ensure all processes are followed according to prescribed SOPs while also identifying opportunities to improve efficiencies.
- Understand, uphold, and revise as necessary all SOPs and related forms to GMP standards.
- Ensure all required documentation is completed by all responsible parties using good documentation practices.
- Ensure production meets Aleafia's quality standard. Resolve quality issues with Quality Assurance Department.
- Foster a culture of teamwork and accountability through motivational coaching and setting clear expectations/goals.
- Play a leading role in employee management such as attendance and performance management, safety audits and meetings, shift meetings and shift scheduling.
- Perform payroll and human resources functions such as managing Time & Attendance, hiring, coaching and disciplining.
- Optimize labour utilization and productivity output to meet the goals of the department.
- Provide leadership for problem resolution to facilitate timely and continuous improvements and respectful working relationships; escalate to Extraction Manager as needed.
- Follow and uphold strict cleaning practices and procedures.
- Ensure adherence to production schedule.
- Comply and uphold all relevant legislation surrounding cannabis production.
- Ample entries and adjustments.



- Coordinate with other Departments as required.
- Ensure key efficiency expectations are met for the assigned department.
- Ensure effective and timely communication of productivity, deviation and issues to Extraction Manager.
- Conduct and effectively document process control inspections/checks/verifications at designed intervals of assigned department.
- Complete all training assignments and maintain personnel training records
- Participate in and/or lead Non Conformance Investigations
- Complete Corrective and Preventive Actions (CAPA's)
- Initiate, and follow through with actions required to close Change Controls
- Participate in Internal, Customer and Regulatory Audits.
- Other duties as assigned.

## **ROLE REQUIREMENTS/ABILITIES**

### **Experience / Education**

- Post-secondary degree or diploma in science or engineering technology.
- 3-5 years of experience in food manufacturing, pharmaceutical or cannabis industry is required.
- GMP Experience is required
- Minimum 3 years of experience in a supervisory role
- Extensive experience with and knowledge of packaging components and packaging equipment.

### **Skills & Abilities**

- Excellent organizational skills and ability to multi-task
- Excellent communication and problem-solving skills
- Excellent time management, leadership and interpersonal skills
- Exceptional attention to detail and self-motivated
- Excellent eye-hand coordination
- Excellent accuracy, record keeping and documentation skills
- Demonstrates leadership and team building skills
- Ability to work in a fast-paced environment
- Knowledge of Production Procedures
- Knowledge of all departmental tasks and be willing to be trained in other areas
- Proficiency with computers and software (ERP systems and Microsoft Office)
- Knowledge of:
  - Good Production Practices (GPP)
  - Good Manufacturing Practices (GMP)
  - Health Canada Regulations
  - High level of integrity and work ethic
  - Continuous Improvement mindset, Lean, 5S, Six Sigma, and/or TPM knowledge
  - Flexible to work off shift hours



**Note:** The chosen applicant will be required to successfully complete reference checks and a criminal background check.

*We appreciate the interest by all candidates however we will be contacting those that best fit the requirements. Aleafia Health welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. If you are selected to participate in the recruitment process, please inform Human Resources of any accommodations you may require. Aleafia Health will work with you in an effort to ensure that you are able to fully participate in the process.*

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