

WE'RE HIRING!

FORMULATION TECHNICIAN

Position Summary:

This position is responsible for operating a variety of manufacturing equipment and adhering to processes in a GMP manufacturing environment. The successful candidate will ensure production requirements are met or exceeded, and will follow company policies/procedures to ensure product quality and compliance standards are met.

Shift Schedules:

Rotating shift positions are 1st/2nd and 1st/3rd and rotate every two weeks.

Sample Shifts Include:

Note: Candidates must be open to all shifts and overtime.

1st and 2nd shift (8-hour shifts): 6:00 a.m. – 2:30 p.m. and 2:00 p.m. – 10:30 p.m.

1st and 2nd shift (10-hour shifts): 6:00 a.m. – 4:30 p.m. and 4:00 p.m. – 2:30 a.m.

Straight 3rd shift: 8:00 p.m. – 6:30 a.m. or 10:00 p.m. – 5:30 a.m.

Responsibilities:

- Must demonstrate ability to properly operate equipment, perform equipment set-up/change-over/cleanups, assist in preventative maintenance and troubleshoot equipment problems to achieve optimum production levels
- Performs responsibilities ensuring compliance with site standards, policies, and SOP's, for GMP and required documentation as well as performing job responsibilities in compliance with Safety, Health & Environment standards and requirements.
- Must be able to demonstrate good interpersonal skills and work in a high performing team environment, with other operators, mechanics, technicians, supervision and project management with the goal of completing planned production and furthering the site initiatives.

Qualifications:

- High School Diploma
- One-year experience in a manufacturing environment
- Basic mechanical aptitude
- Ability to perform duties with minimal supervision
- Knowledge of Good Manufacturing Practices
- Ability to lift and/or move up to 50 pounds frequently

Preferred:

Three years' experience as an operator in a manufacturing environment, pharmaceutical experience a plus; SAP and LEAN experience.

Compensation:

Excellent compensation and benefits



To Apply:

If your background and qualifications match this position, please send your updated resume to:

Vicki Hubiak

Owner / CEO

vhubiak@hrsolutions-inc.com



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for a better business outcome*

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CANDIDATE REFERRAL FORM PHARMACEUTICAL MANUFACTURING TECHNICIANS

YOUR INFORMATION: (PLEASE PRINT)

Your Name: _____

E-mail: _____

Mobile: _____

Relationship to Candidate (friend, family member, or other, please specify): _____

REFERRAL INFORMATION:

Candidate Name: _____

Candidate E-mail: _____ Mobile: _____

Why is this candidate qualified?: _____

I have read and understand the HR Solutions Candidate Referral Program. I understand that if the candidate I refer is hired as a result of my referral, I will receive a referral bonus of \$100 after the referred candidate completes 90 days of successful employment with HR Solutions.

Your Signature: _____ Date: _____

SUBMIT THIS FORM TO:

Scott Hubiak at shubiak@hrsolutions-inc.com; Office: (812) 253-6243

INTERNAL USE ONLY:

To: Accounting Department

From: _____

Target Date for award of payment (90 days after hire date below): _____

Referred candidate's hire date: _____

HR Solutions is looking for good people to join the Pharmaceutical Manufacturing Team and you can help! If you know and can personally recommend someone who would be an excellent addition and they are hired by HR Solutions, you will receive a referral bonus of \$100.

Referrals must meet the following qualifications:

- 12-18 months manufacturing production experience
- Good work history
- Good computer skills

PHARMACEUTICAL MANUFACTURING EMPLOYEE REFERRAL PROGRAM

Program Guidelines:

- You must submit the referred candidate by using the attached candidate referral form to qualify for the referral bonus.
- All referral payments will be paid at the end of 90 days from the referred employee's 1st day of employment provided the referred employee is still an employee with HR Solutions.
- Former employees of this pharmaceutical company are not eligible candidates for referral.
- The referral must represent the candidate's first contact with HR Solutions for the Pharmaceutical Manufacturing Technician positions.
- The referring person must agree to have his or her name used for introduction.
- The first person to refer a candidate will be the only referring person eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with HR Solutions' policies and procedures. All information regarding the hiring decision will remain strictly confidential.