



**KULZER**  
MITSUI CHEMICALS GROUP

## **MACHINE OPERATOR/MIXER JOB DESCRIPTION**

**Job Title:** Machine Operator/Mixer

**Department:** Tablet

**Reports To:** Operations Supervisor

**Prepared By:** Human Resources

**Status:** Non-Exempt

**Date:** 05/2024

### **Position Summary:**

Responsible for mixing/compounding, assembling, inspecting, and packaging products into specified containers along with labeling and attaching appropriate paperwork, ensuring all QS procedures and company policies and procedures are followed. Responsible for in-process quality checks and accurately recording information. Also, responsible for meeting departmental productivity rates, inventory accuracy, housekeeping expectations, and safety goals.

### **Essential Duties and Responsibilities:**

- Responsible for the completion of appropriate paperwork and utilizing software for entry and retrieval of operational data.
- Responsible for managing Tablet area to meet or surpass department key performance indicators that apply to their position.
- Responsible for maintaining a neat and orderly work area, will be prompt and efficient on the job, and maintain a positive work ethic and related behaviors.
- Responsible for properly weighing and mixing/compounding raw materials according to formula sheet specifications and QS procedures for production processes.
- Responsible for familiarizing yourself and quickly gaining a working knowledge of machinery to perform jobs to include preventative maintenance, cleaning of equipment and machinery, along with trouble-shooting the production line when necessary.
- Responsible for performing required testing and full auditing of the product during and at the end of the process to ensure quality standards are met.
- Responsible for properly operating machinery according to quality standards.
- Responsible for ensuring all quality system procedures are followed and met within their area of control.
- Responsible for following strict safety rules when operating machinery and using proper safety equipment when always handling hazardous materials.
- Responsible for working/assisting in other manufacturing areas, as needed.

- Responsible for other duties as assigned by supervisor.

**Qualifications / Skills:**

- Certified or willing to obtain a license to operate a Forklift.
- Able to operate a pallet jack, both electric and manual
- Able to utilize software for entry and retrieval of operational data, Excel spreadsheets, and label software.
- Able to operate various equipment and machinery within a production environment.
- Must have strong attention to detail.
- Able to effectively communicate and follow directions.
- Flexible to work in multiple manufacturing areas.

**Education and/or Experience:**

- Must possess a High School Diploma or equivalent.
- Basic math, reading, and writing skills are required.
- Minimum of 3 years production or distribution experience preferred.
- Experience with compounding, assembly, and packaging preferred

**Physical/Mental Requirements & Working Conditions:**

*Employees/applicants may not pose a direct threat or significant risk to the health and safety of themselves or others. The employee must be able to meet the following requirements with or without the use of prosthetic devices and/or reasonable accommodation.*

- The essential job functions will also require constant standing, lifting, reaching, bending, and climbing and require good hand dexterity and general math skills.
- Requires the ability to lift up to 50 pounds regularly.
- This position requires the use of hazardous chemicals.
- All employees who work in manufacturing may have limitations as to their work attire and will be required to wear safety equipment for their safety and the safety of their colleagues, as identified in the company's safety standards, due to the chemicals and other hazards they may work around or come in contact with.

*Every effort has been made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties or requirements of the job. The omission of specific statements of duties, responsibilities, or expectations does not exclude them from the position.*