



## **MANUFACTURING TECHNICIAN JOB DESCRIPTION**

### **POSITION SUMMARY**

The Manufacturing Technician will be responsible for assisting in product processing and formulation for Manoa Botanicals LLC. The Manufacturing Technician completes tasks assigned by the Manufacturing Manager to complete post-extraction processing steps, compounding of formulated products, and monitor and maintain the organization and cleanliness of the production areas. The Manufacturing Technician is also responsible for carrying out day-to-day tasks, including working with extraction and packaging when needed. This position reports directly to the Manufacturing Manager.

This position is not eligible for relocation assistance; local applicants preferred.

### **CORE JOB DUTIES (includes but not limited to)**

- Assists with manufacturing formulated products including, but not limited to, capsules, tinctures, lotions, and bulk oils.
- Documents production accurately, legibly and completely in batch records and logbooks.
- Perform all technical procedures adhering to the operation, technical, safety and quality control policies and guidelines of all lab and packaging equipment.
- Complete the sanitation of all production equipment and tools including workspace, manufacturing equipment, containers, and appliances.
- Maintains organization of the lab and manufacturing areas, monitors and orders supplies, and performs product inventory.
- Experience with lab equipment and working in a lab setting.
- Complete lab benchwork and sample preparations as directed.
- Assist in extraction and packaging departments as needed.
- All other duties as assigned.

### **CORE COMPETENCIES**

- Accurate data entry and record keeping.
- Accurate mathematical calculations in relation to manufacturing products.
- Meticulous attention to detail
- Excellent oral, written and interpersonal communication skills with ability to interact comfortably with senior management and team members.
- Proven ability to multi-task and excel under tight deadlines.
- Demonstrated ability to work well both in teams and independently.
- Ability to work in a fast-paced, changing and challenging environment.
- Possess and maintain the highest degree of confidentiality.

### **EDUCATION AND BACKGROUND REQUIREMENTS**

- Two years of experience in a lab or manufacturing environment.
- Past experience in a highly regulated field producing pharmaceutical products preferred.
- Effective time-management skills and ability to multi-task.
- Proficiency in Microsoft Office with a focus on Excel.
- BioTrack software experience preferred.





- Proven ability to adhere strictly to health and safety policies.
- Manage competing priorities using superior organizational skills.
- Must be and remain compliant with any and all legal or company regulations for working in the cannabis industry.
- Must be at least 21 years of age.
- Must pass all background check requirements as required by state statute.

#### **ADDITIONAL REQUIREMENTS**

- Must be able to lift, carry, and balance up to 30 pounds (100 pounds with assistance). This job function may include walking or standing for extended periods of time, as well as stooping, bending over and/or crouching.

#### **EMPLOYEE BENEFITS SUMMARY**

This is only a preview of the benefits we offer to our employees. Detailed information about eligibility, enrollment and other benefit provisions are provided upon employment. Benefits are subject to change and may be discontinued without notice.

- Medical, Drug, Vision, Dental Coverage
- PTO, Paid Holidays
- Employee Discount

Work Schedule: Monday – Sunday 7:30a-4:00p; Varies; Occasional Weekends and Holidays may be required.

Work Locations: Kunia

Job Type: Exempt, Full-time

#### **EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

We are an equal opportunity employer and strive to provide equal employment opportunities to all applicants and staff in accordance with sound employee relation practices and federal and state laws. Noa Botanicals is also firmly committed to taking affirmative action to employ qualified individuals with disabilities, veterans with disabilities, veterans, minorities, and women, and to advance them in employment. If you are an individual with a disability and require accommodation during the application process, please contact our HR Department at 808-550-9848.

*Management reserves the right to assign other job duties as necessary. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This document is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned. Ability to*





*competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service deliver, and the ability to work productively as a member of a team or work group are basic requirements of all positions. Submittal of an application for the position:1. Authorizes Mānoa Botanicals LLC to share any and all information regarding previous or present employment, educational training or personal information from their records and from any other source with the Mānoa Botanicals LLC Human Resources Department only 2. Releases and waives Mānoa Botanicals LLC from any and all liability for any damage which may be claimed as a result of furnishing such information to the Human Resources Department.*

