



## PA OPTIONS FOR WELLNESS, INC.

-FOCUSED ON IMPROVING THE QUALITY OF LIFE AND WELLNESS-

4711 QUEEN AVE. SUITE. 201

HARRISBURG, PA 17109

TEL. 717-999-7445

*PA Options for Wellness is an Equal Opportunity Employer. We believe in providing employment for all qualified applicants without regard to race, color, religion, gender, sexual orientation, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.*

*Our mission, through our clinical research partnerships, is to be a preferred provider of medical cannabis to qualified and approved patients by providing the highest quality of product, with the greatest service, in a dignified and professional manner.*

*Our employees enjoy a fast-paced, business casual work environment, along with opportunities for development, and the challenge to make a difference.*

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### **Packaging Associate** **Full time (non-exempt)**

The Packaging Associate will be responsible for safely and effectively preparing, filling, packaging, and labeling our medical marijuana products. This position will also be responsible for maintaining production and packaging equipment.

#### Essential duties and responsibilities

- Under direction from a member of the leadership team, coordinate and manage daily lab tasks.
- Prepare plant material for extraction and accurately document within MJ Freeway as required.
- Set up and operate filling, manufacturing, packaging, and labeling equipment.
- Efficiently fill, package, and label products in compliance with manufacturer and Company operating procedures.
- Set up, break down, and sanitize production, packaging, and laboratory areas as well as equipment ensuring compliance with manufacturer instructions and Company operating procedures.
- Maintain accurate documentation and update MJ Freeway as required.
- Perform in-process and post-process sample collections per Company operating procedure.
- Ensure strict compliance and accuracy involving all product tracking, product security, and product movement procedures.
- Support new product line and process development as needed/necessary.
- Assist with general laboratory tasks, as needed/necessary.
- Perform other duties as assigned.

The ideal candidate will possess the following:

- High School Diploma or GED required.
- Previous experience in packaging and labeling preferred.
- Prior experience within the Pennsylvania Medical Marijuana industry is preferred.
- Demonstrated basic mathematical skills.
- Ability to perform repetitive tasks for extended periods of time.
- Ability to use standard office equipment, computer equipment and software.
- Demonstrated attention to detail and organization skills.
- Ability to clearly communicate both verbally and in writing.

## **HOW TO APPLY**

For more information and a full job description visit <https://paofw.com/career-page/>. Applicants should send a resume and cover letter, along with compensation requirements, outlining how they meet the position requirements to [careers@paofw.com](mailto:careers@paofw.com). This position will remain open until filled.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate must be at least 18 years of age with no felony convictions and will be required to submit to an extensive background investigation, fingerprinting, and a pre-employment drug screening.