

Pack Specialist

About Albea & the Product line that is recruiting

Albéa is a global leader in beauty, personal care, oral care, pharmaceutical and food packaging. Our site, Albéa Shelbyville is specialized in Laminate Tubes for Oral, Cosmetic & Pharmaceutical Markets.

Scope

Primary Contact with NPL coordinators and production on the creation/modification of packaging for tubes.

- Various computer programs such as Microsoft Office (Excel, Word, PowerPoint, Project)
- SAP preferred
- TOPS software experience a plus

Main activities

- Coordinate the creation of laminate tube new products packaging while working with internal customers (Production, Quality, Logistics, Finance, others) and external customers, including Customer Service, Sales and R&D
- Assume direct responsibility for the timely coordination and completion of Packaging activities including vendor drawing and sample validation, sample pack creations, new pack creations, customer interface with discussion on packaging design, operation needs on pack changes.
- Charting and tracking during the development cycles until the start of the production run.
- Lead coordination with the related departments to manage the flow of information between the operation and the customer to ensure successful launch
- Ensure efficiency in the documentation of information, including sample orders and SAP data.
- Streamline process for increased efficiency
- Keep area and equipment neat and organized as per a 5S environment
- Adhere to all Company policies and procedures
- Other duties as required

Profile (Experience & qualifications)

- Associates Degree or equivalent experience in related field, including industrial, sales development, project management, business administration
- Knowledge of project management or ability to learn project management tools
- Ability to work in a high-pressure team with deadlines
- Packaging experience preferred

FUNCTION

Manufacturing - Technical Services

LOCATION

Shelbyville, TN

APPLICATION EMAIL ADDRESS

jobs.shelbyville@albea-group.com

TYPE OF CONTRACT

Permanent

DESCRIPTION

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