



**Job Title:** Pharmacy Technician, Tablet Press Operator

**Supervisor:** Pharmacist

**FLSA Status:** Non-Exempt

**Compensation:** Commensurate with experience, medical/dental, holiday and paid time off after successfully completing introductory period, 401k

**Summary:** The Tablet Press Operator is responsible for manufacturing of oral solid dosage products. This position works collaboratively with other Tableting Technicians in the non-sterile compounding lab to meet production goals in a timely manner.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Weigh out powder for batches and document accordingly
- Set-up tablet press machine to run product
- Operate assigned tablet press machine to produce tablets on production schedule
- Disassemble, clean and reassemble tablet press machine after each production run
- Maintain the cleanliness of the tablet press room during and after each production run
- Cleaning and sanitization of tablet press rooms including walls, floors, and ceilings per current SOPs
- During each production run the press operator will adjust the tablet press machine for proper harness and weight
- Perform all in-process testing and inspections as required by the Master Batch Record (i.e. weighing, tablet thickness, tablet hardness, friability, visual inspection, etc.)
- Maintain lubrication of the equipment as specified in the batch record and the cleaning SOP
- Fill out required logs and batch records pertaining to each production run
- Report any needs for facility or machine repairs
- May assist in maintaining the cleanliness of the chemical storage area

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or general education degree (GED)
- Compounding, tableting or cGMP experience preferred but not required
- Must be capable of wearing all protective gear (gown, hair bonnet, mask, beard cover, gloves, goggles)
- Must be able to follow gowning/garbing procedures (cannot wear makeup, cannot have a beard, must remove jewelry before sterile compounding)

- Must possess strong verbal, written, and oral communication skills; must be able to work independently or with a team; must possess problem-solving skills
- Recognizes priorities and takes action; makes productive use of time
- Must exhibit punctuality and low absenteeism
- Able to sit and/or stand 8-10 hours or more per day if needed
- May need to lift up to thirty five (35) pounds on occasion

**Requirements upon hire (within 90 days):**

- PTCB Certification
- NJ Pharmacy Technician License

**DISCLAIMER:** The above job description is intended to describe the general nature and level of work being performed by employees assigned to this job. It is not designed to capture or illustrate a comprehensive list of all responsibilities, duties, and skills required of employees assigned to this job.

**EQUAL OPPORTUNITY EMPLOYER:** Stokes Pharmacy is an Equal Employment Opportunity and Affirmative Action Employer.