



## Job Description

|               |            |                    |           |
|---------------|------------|--------------------|-----------|
| Revision      | 01         | Approved By        | M. Slater |
| Revision Date | 03/12/2026 | Approval Signature |           |

### JOB DETAILS

|                 |                                                                                                                                                                                          |            |                   |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------|
| Employee Name   |                                                                                                                                                                                          | Job Title  | Packaging Manager |
| Report To       | Production Manager                                                                                                                                                                       | Department | Operations        |
| Job Purpose     | Ensuring the smooth running of the secondary packaging operations, maintaining high-quality standards, optimizing efficiency, and contributing to cost-effective, sustainable practices. |            |                   |
| Direct Reports  | Operators, shift team leaders and general workers                                                                                                                                        |            |                   |
| Acknowledgement | <div><div></div><div>Employee Name</div></div> <div><div></div><div>Employee Signature</div></div> <div><div></div><div>Date</div></div>                                                 |            |                   |
|                 | <div><div></div><div>Management Name</div></div> <div><div></div><div>Management Signature</div></div> <div><div></div><div>Date</div></div>                                             |            |                   |

### JOB DELIVERABLES

| Performance Area        | Objectives                                                                                      | Actions                                                                                                                                                                                                                                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operational Efficiency: | Ensure packaging operations run smoothly, meeting production schedules and minimizing downtime. | <ul style="list-style-type: none"><li>•</li><li>• Ensure that packaging processes are streamlined, meeting production schedules and maximizing output without compromising quality.</li><li>• Executing on agreed production plans set by Production manager and escalation of issues that impact these plans</li></ul> |



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|-------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         |                                                                                                         | <ul style="list-style-type: none"> <li>• Optimize use of equipment and materials to achieve cost-effective production</li> <li>• Optimize packaging processes for efficiency, identifying areas for improvement and implementing solutions.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Team Leadership:</b> | Foster a culture of accountability, effective communication, high performance and collaboration         | <ul style="list-style-type: none"> <li>• Manage, train, and motivate the packaging team to achieve high performance.</li> <li>• Monitor production schedules and co-ordinate with Production Manager to allocate resources effectively to meet delivery deadlines within budget</li> <li>• Effective allocation of daily tasks and targets to team and shift leaders</li> <li>• Hold team accountable for poor performance and not hitting deadlines in line with company values and code of conduct</li> <li>• Shift handover to team leaders and operators ensuring seamless production flow and accurate reporting on productivity</li> </ul> |
| <b>Technical:</b>       | Thoroughly understand and have the ability to operate and maintain all packaging equipment used         | <ul style="list-style-type: none"> <li>• Technical expert on packaging equipment including shrink wrappers and sleeve applicators</li> <li>• Perform first line maintenance and root cause analysis on all secondary packaging equipment.</li> <li>• Escalate effectively to maintenance manager to minimise downtime.</li> <li>• Collaborate with maintenance teams to schedule and perform routine equipment maintenance.</li> </ul>                                                                                                                                                                                                           |
| <b>Customer Focus:</b>  | Ensure products are packaged to meet or exceed customer expectations in terms of quality and timeliness | <ul style="list-style-type: none"> <li>• Effective and timeous communication on job progress to Production and Sales teams</li> <li>• Supplying all data, info and samples required for SAWIS certification process timeously and to a high standard</li> <li>• Reporting on all final goods numbers within 24hrs of job completion and handover to warehouse</li> <li>• Reporting and escalating any issues encountered on the production line which will impact customer expectations and job delivery timelines</li> <li>• Identify and combat all waste in secondary packaging including dry goods and final goods.</li> </ul>               |
| <b>Quality</b>          | Monitor and uphold product packaging                                                                    | <ul style="list-style-type: none"> <li>• Address and resolve any quality issues promptly and efficiently</li> <li>• Escalate Non-conformance on dry goods used to Quality team</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



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|--|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | standards, ensuring that all products are packaged according to customers specifications and regulatory requirements. | <ul style="list-style-type: none"><li>• Accurate recording keeping of quality issues in production</li><li>• Champion GMP house keeping practices to ensure organised work environment and reduce waste .</li></ul> |
|--|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|