



Packaging Lead – 1 PM – 9:30 PM M-F

KIVA Confections is the leading producer of artisanal, cannabis infused confectionary products in the United States and is one of the most recognized and preferred brands in the burgeoning medical marijuana and adult use cannabis industry.

Position Overview

Oversee and perform the packaging of candy to ensure the proper quantity and quality of final presented product.

Primary Responsibilities

1. Monitor progress towards daily productivity goals, balancing productivity with the right product mix. Enter productivity points in system for tracking metrics in department.
2. Guide packaging department on what product needs to be packaged to ensure timely delivery of ordered product. Ensure packagers are assigned to the correct tasks.
3. Check inventory levels of different products, tracking which product needs to be packaged each day.
4. Ensure that supplies are available for packaging department including prepared boxes. Prepare boxes for morning packing when supplies are short.
5. Oversee quality of packaged product ensuring the dates are stamped correctly, correct product in boxes before they are sealed.
6. Pack orders from invoices for next day deliveries. Pull product from inventory, stamp boxes with appropriate dates.
7. Take weekly inventory of all boxes, wrappers, foil labels, terra tins, tin inserts, and stickers.
8. Train new employees in Packaging Department.
9. Assist with the Production of chocolate bars, dropping from molds as needed.
10. Wrap chocolate bars using wrapping machine. Ensure that product is being wrapped to quality standards.
11. Assign cleaning duties to department employees to ensure warehouse is clean.

Education/Experience:

- High school diploma or equivalent experience.
- Minimum 6 months experience in packaging.
- Prior supervisory experience is helpful.
- Experience with Excel and FileMaker.
- Ability to communicate clearly orally and in writing.
- Able to read and comprehend recipes and basic instructions, safety rules, operating and maintenance instructions.
- Ability to add, subtract, multiply and divide using whole numbers, common fractions and decimals.
- Must have strong work ethic and motivation to get job done each day.

Applicants must be 21 years of age or older.

This is a full time hourly, benefitted position. Pay is \$16-\$18/hr, depending on experience .

Please send resume and cover letter to link provided by this website.