



## Packaging Specialist

The Packaging Specialist provides packaging expertise and coordination with product line Directors, Purchasing, R&D and Production at all Company sites (including field pack operations) to ensure that all Company packaging projects are completed in a clear, precise and timely fashion and that they adhere to all regulations and corporate brand guidelines.

### Primary Duties & Responsibilities

- Develop packaging specifications for new products and communicate specifications, SCCs, UPCs to Marketing
- Manages vendors and internal customers accordingly. Preparing documentation to begin package development and track progress to ensure deadlines are met
- Maintains regular contact with suppliers, vendors, and printers to initiate and follow-up on all packaging project-related matters (i.e., product specifications, printing information, limitations, missing specification information, cost estimate agreements, feedback on routing of proofs, and invoices, etc.)
- Initiates periodic presentations from current vendors and other suppliers to review new or other packaging options that may be used in Product development.
- Proofs, organizes, routes and facilitates approvals on all proofs throughout the design process (design brief, initial concepts, mechanicals, film proofs)
- Monitors projects for compliance with current packaging regulations in both the United States and Canada (including Quebec).
- Maintains a library of all current packaging and obsolete packaging and archives
- Coordinates with to ensure that all current packaging designs are up-to-date and used in ads and trade communications
- Works with Sales Ops to coordinate communication and manage timelines with sales on packaging swap outs/changees
- Manage all RPC and carton design and compliance issues
- Perform additional marketing tasks as needed

### Qualifications

- Bachelor's degree in packaging or graphic arts design field
- 3+ years of proven packaging/graphics work
- Technical print knowledge
- Knowledge of packaging components, graphics, vendor processes, manufacturing processes, project management and ECO principals
- Experience in press proofing
- Experienced leading packaging projects through conception to completion





- Proficiency with Microsoft Suite, Adobe Photoshop (up to CS4), Adobe Illustrator (up to CS4), Adobe Acrobat
- Valid California driver's license. Must have an acceptable driving record, and must have automobile liability insurance (when using personal vehicle on Company business)

**Competencies**

- Team player
- Service-oriented
- Self-motivated/Self-starter
- Excellent interpersonal, written and verbal communication skills
- Ability to work in a fast-paced, detail-oriented and deadline-driven environment

