

# Order Fulfillment Technician I

Farmer's Friend Extracts - Portland, OR

## About Us:

FFE is one of Oregon's finest licensed recreational cannabis manufacturing groups dedicated to providing the cannabis community access to premium quality Refined Cannabis Oil (RCO) in a variety of products and forms at an affordable price. FFE provides a variety of services to clients, including formulation, CO2 extraction, contract manufacturing, and white label packaging.

**Visit Us:** [www.ffepdx.com](http://www.ffepdx.com), [www.cbdapothacary.com](http://www.cbdapothacary.com)

## Responsibilities:

A Fulfillment Technician will be responsible for product packaging which includes assembly line style manufacturing and filling. It requires the assembly of tiny parts by hand – as well as dispensing small amounts of liquids efficiently and accurately. Thus this person must be good with their hands. The skill set/ responsibilities include the following:

- Assembly line style manufacturing of tiny parts
- Can effectively use Google Drive including Sheets, Docs, Calendar, and is generally computer proficient
- Feels comfortable working with manufacturing style equipment/filling equipment
- Putting together packaging such as small boxes - and filling them
- Stuffing small pouches and packages
- Cleaning spaces such as tables and floors
- Attention to detail but able to work quickly
- Other projects as they arise

## Requirements:

The ideal candidate will already have experience in a manufacturing environment.

- 1+ year of experience in a similar role.
- Must be able to perform physical tasks for extended periods of time including standing, walking, climbing, bending, pushing, pulling and twisting over surfaces
- Complex levels of manual dexterity
- Be capable of lifting 45 lbs from the floor
- Comfortable working in close proximity to others
- Strong situational awareness
- Ability to follow SOPs and industry safety best practices
- Must have the ongoing right to work in the U.S.
- High school level education or equivalent
- Must be 21+ years old
- Current OLCC Marijuana Workers Permit (or ability to obtain within 2 weeks of hire)
- Current Oregon Food Handlers Card (or ability to obtain within 2 weeks of hire)

## To apply:

Email resume and 1-page cover letter tailored to this specific job to [info+jobs@ffepdx.com](mailto:info+jobs@ffepdx.com) with the job title and your name in the subject line. (e.g. Order Fulfillment Technician I - Jane Doe)