

## **Quality Assurance Coordinator**

We are looking for a Quality Assurance Coordinator to ensure that external and internal requirements are met before our product reaches our customers. Assisting the Manager in making sure that the organization is conforming with health and safety guidelines relevant to the food industry while making sure that the organization is on track to be an incident-free workplace defines the scope of this important position. You will be responsible for inspecting procedures and outputs and identifying mistakes or non-conformity issues. You will review standards, policies, and procedures, as well as carry out programs to evaluate the effectiveness of existing programs.

### **Responsibilities**

- Assist the Manager in ensuring all legal standards and regulatory compliances are met while maintaining HACCP and SQF programs
- Assist the Manager in communicating and coordinating with external quality assurance officers during on-site inspections
- Conduct and manage internal investigation following non-conformity issues and customer complaints
- Facilitate proactive solutions by collecting and analyzing quality data, keep records of quality reports, statistical reviews and relevant documentation
- Accountable for staying current with CFIA and Health Canada's regulations as well as any emerging regulations
- Assure the reliability and consistency of supplier documentation by checking info and final evaluation in a timely manner
- Devise, inspect and evaluate procedures and processes for supplier approval
- Monitor all suppliers that affect quality by analyzing and tracking data ongoingly in addition of interpreting and reporting the findings
- Conduct daily quality inspections and monthly internal audits to ensure HACCP standards and food safety related procedures are consistently applied
- To review, update and translate current standards, policies and programs
- To train, implement and enforce the fundamentals of HACCP, SQF and other audit programs
- Maintain safety training documentation including safety training, staff meetings, and safety audits
- Assist safety committee meetings, activities, and maintain meeting minutes
- Perform other tasks upon request

### **Requirements**

- DEC or bachelor's degree in food science or relevant field such as Chemistry, Microbiology or Biology, additional academic qualifications or a combination of education and pertinent work experience will be considered
- Certification of quality control is a strong advantage, e.g. HACCP and SQF or BCR
- A minimum of 3 years of proven experience as a quality assurance (QA) tester or technician or another relevant role in QA in a HACCP environment
- QA experience acquired in a manufacturing environment would be an asset
- Thorough knowledge of methodologies of quality assurance and standards
- Good knowledge of MS Office, databases and work experience with an ERP
- Superior communication skills in both French and English with abilities to write policies, procedures and to facilitate training activities

- Great attention to detail and a result driven approach, continuous improvement mentality and problem-solving approach
- Excellent organizational, project management and leadership abilities
- Reliable and ability to react to situations with a strong sense of urgency