

Food Labelling & Quality Assurance Technician

Job Summary: Ensure the accuracy of the Canadian and US regulatory information's in databases for ingredients, allergens, formulas, and labels. Submit products to Gluten free, Kosher and Organics to certifier bodies. Assist in audit and compliance certifications program.

Key responsibilities

- Review, generate and update packaging label artwork for approval according to FDA and CFIA (product naming, ingredients, nutrition facts, claims, third party certifications, etc...).
- Communicate effectively with internal partners (Sales, R&D, Quality, Production & Suppliers) to provide regulatory guidance, changes/updates on labels.
- Monitor regulations applicable to the company packaging and update guidance materials to align with new regulatory thresholds (USA and CANADA).
- Support with innovation projects (R&D, Private labels) for regulatory compliance.
- Create, update on all finished product specifications based on departmental requests.
- Assist with the submission and maintenance of certifications to process Organic, Kosher and Gluten-Free products.
- Assist with the foreign supplier approval program as per FDA and CFIA.
- Assist in internal and external audits.
- Verify and maintain records & archives.
- Assist, support and be the back up to QA team as required.
- Participate in projects and perform other tasks, as required.

Qualifications

- Degree/diploma in Food Science/Nutrition or related field.
- Experience in food industry regulatory affairs and quality is preferred, from 2 to 3 years.
- Have knowledge on current CFIA and FDA labelling regulations.
- Computer proficiency (MS Office, SAP, Nutritional software e.g., Nutrasoft, Genesis).
- Strong interpersonal and oral and written communication skills (French and English).
- High standard of accuracy and attention to detail.
- Demonstrated ability to work independently and in team.
- Ability to work well under pressure in a team-based environment.

Working conditions

Regular schedule of 37.5 hours/week with occasional additional availabilities, 8h00 to 16h00 or 09h00 to 17h00