

Quality Assurance Technician

Tootsi Impex is a North American leader in bulk, natural and health food products. Our company was established in 1986. We are a direct importer, processor, and distributor of over 1500 products. Our headquarters are based in Montreal where we also manufacturer unique and trend setting snacks from our state-of-the-art facility.

If you are seeking a career opportunity in a dynamic food industry and a company that has a proven track record, we are pleased to offer fulfilling and exciting career driven positions.

Job purpose

Quality assurance (QA) aims to prevent errors and defects in manufactured products, and to avoid problems when delivering solutions or services to customers. By assisting the QA Manager in ensuring that all legal standards related to suppliers, customers, products and GMPs are respected, the incumbent will support the organization in meeting its objectives.

Duties and responsibilities:

- Assist the Manager in suppliers 'approval process in collaboration with purchasing team by reviewing documents submitted in TraceGain and do the necessary follow with them.
- Complete the foreign supplier verification (FSVP) reports by item and supplier through TraceGain.
- Monitor and maintain the supplier's compliance documents and reports for all types of audits (FDA/ CFIA / Gluten Free/ SQF /Organics & Conduct audits).
- Creating and updating specification of products in SAP (Include the elaboration of nutritional fact tables).
- Prepare and maintains the Supplier Key Performance Indicators (KPIs), manually through TraceGain on monthly basis.
- Approve raw materials certificate of analysis and samples validations prior to purchasing
- Assist in audits if required.
- Back up to other members in QA team.
- Participate in projects and perform other tasks, as required to assist the QA manager and Specialist.

Qualifications

- Degree/diploma in Food Science or related field.
- Experience in food industry, Quality control, assurance or conformity from 1 to 2 years.
- Have basic knowledge on current CFIA, FSVP/FDA, Organics regulations.
- PCQI and HACCP certified (An asset)
- Computer proficiency (MS Office, SAP, Nutritional software e.g., Nutrasoft, TraceGain).
- Strong interpersonal and oral and written communication skills in English & French.
- 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
- Required to be in office full time.