



POSITION TITLE: Quality Assurance Technician

DEPARTMENT: Quality Assurance

REPORTS TO: Quality Assurance Supervisor

JOB DESCRIPTION

Position Summary

Reporting to the Quality Assurance Supervisor, the Quality Assurance Technician is responsible for ensuring that all products manufactured are in accordance with internal, regulatory, and customer quality management systems.

Duties and Responsibilities

- Monitor product quality, production process and personnel GMP practice.
- Assist in the continual development of food safety programs such as HACCP and Prerequisite Programs.
- Participate in compliance of CFIA and Health regulations and participate in inspections or audits of facility.
- Monitor facility integrity and report and communicate any deviations to appropriate departments.
- Investigate any deviation to procedure, system or standard and assist with implementing corrective actions or resolving customer complaints.
- Liaise with other departmental supervisors in a cooperative manner to meet food safety and quality compliance, and provide assistance to other departments as needed or requested.
- Perform production line QC functions.

- Perform Pre-operational cleanliness inspection and perform various swabbing for product safety monitoring.
- Inspect incoming raw materials and approve / disapprove releasing of these materials.
- Monitor, document and maintain Finished Product Specifications with established procedures (SOP's) and standards (labeling, packaging, etc.).
- Administer, record and verify all external documentation including Supplier Evaluations, Certificates of Analyses and wholesale Product Specifications.
- Assist in administrating testing and test result documenting.
- Document reports, complaints, departmental requests and assist with all administrative functions associated with this role.
- Other duties as assigned.

Experience and Qualifications:

- Graduation with from a recognized university or college with a specialization in Food Science/ Technology or the equivalent combination of education and experience.
- Minimum of 3 years in industrial food manufacturing specializing in Quality Assurance/ Quality Control activities.
- Previous experience in government regulatory compliance required.

Skills, Knowledge and Abilities

- Understanding and application of experience of food science principals, production processes, statistics, sensory evaluation, and analytical techniques.
- Practical working knowledge of kosher certification, occupational health and safety standards, and first aid an asset.
- Strong knowledge of HACCP, Prerequisite Programs, and GMP's.
- Must be able to work independently as well as in a cross functional team environment.
- Excellent administrative skills
- Must be detail oriented, production oriented, goal oriented, and tactful.
- Excellent problem solving and multitasking skills.
- Must be computer proficient (MS Office & Excel).
- Strong conflict, time, and stress management skills.
- Excellent command of English (oral and written).