



## **JOB DESCRIPTION**

**POSITION TITLE:** Quality Assurance Coordinator

**REPORTS TO:** Senior Vice President

### **1. POSITION OVERVIEW**

Ability to learn and maintaining the Quality, Food Safety System, and Haccp System of Soo Jerky Ltd. The regulatory requirement of Canada, United States, and any other exporting countries. Must have good communication skills, tactful attributes and team building skills to protect the interest of all state holders.

### **2. KEY RESPONSIBILITY AREAS**

- Able to learn and adapt Soo Jerky's Haccp System to monitor production, prevent and resolve any quality issues.
- Execute all QC tasks required to maintain the HACCP System of Soo Jerky Ltd.
- Document and create relevant policies and controls in order to adhere to Soo Jerky and food safety certification standards (HACCP System (FSEP and HACCP plans) and GMP, SQF)
- Coordinate, implement, and execute all programs and procedures. Conduct validation studies as needed.
- Ensure ongoing compliance with government and customer standards (updating CFIA meat and fisheries, USDA, FDA and our exporting countries' regulatory requirements, not limited to, but including all labelling requirement)
- Promote a positive and professional relationship with CFIA, Management, and co-workers
- Oversee the inspection of in process and finished products for compliance to specifications and the completion of the required documents
- Create and maintain all documentation for internal and 3<sup>rd</sup> party audits (SQF, Costco, and others)
- Manage bi-monthly HACCP Team Meeting, and prepare minutes to be signed by management
- Arrange and successfully complete various 3<sup>rd</sup> party audits
- Work closely with sales and plant operations in the areas of quality program management, inspections and testing requirements
- Learn QC/QA needs and opportunities, updating and work with managers in order to implement any new procedures associated with HACCP System



- Promote team work and safe work practices

### **3. COMPETENCIES (Knowledge, Skills, Education, Qualifications, Ability)**

- Bachelor's Degree in Food Science, Biology or equivalent
- Knowledge of quality systems and processes
- 5 years' experience with QA systems, regulations, guidelines, and relevant standards
- HACCP certification, knowledgeable and quickly learning the SQF Code Version 8 to update by January 2018.
- Strong analytical skills and experience with implementation and administration of Software Quality Assurance metrics
- Must have a desire for achieving excellence in customer satisfaction, process and product quality and reliability.
- 3 to 5 years management experience
- Strong communication skills in written, oral, computer (including Word, Excel, Access, PowerPoint, Outlook) with a passion for accuracy
- Experience or quick to learn Adobe Creative Suite, and Illustrator
- Ability to get things done with minimal supervision and willingness to work flexible hours, including weekends when required
- Positive and professional approach with willingness to learn
- Strong organizational and strategic thinking skills

### **4. DELIVERABLES**

#### **30 DAYS**

- Fully understand and know Soo Jerky HACCP System
- Fully know all products and their abbreviations produced by Soo Jerky
- Perform all tasks, monitoring, and verification
- Know and understand all documents within Soo Jerky's HACCP System, locations of files physically and electronically
- Recognize all key personnel in all departments
- Prepare CFIA Fisheries Export papers
- Understand and know all operations, and locations in the plant



#### 60 DAYS

- Reassess Soo Jerky's HACCP System
- Able to perform Mock Recalls successfully within time limit
- Revise all validation documents, and improve and update if required
- Verify all Pre-shipment Review documents to ensure compliance with USDA, and FDA

#### 120 DAYS

- Take charge of Soo Jerky HACCP System
- Attend to daily CFIA inspector's requests
- Validate any processes as needed
- Attend to auditors and complete all Corrective Action Requests within set deadlines
- Ability to handle any Food Safe situation that arises in a timely manner