

We are a privately owned, proudly Canadian business that has been providing premium quality products for over 90 years. Founded in 1917, JD SWEID FOODS is one of Canada's largest red meat and poultry processing companies and is a national supplier of further processed poultry and beef products for the retail and foodservice markets. Approximately 500+ employees at operations in British Columbia and Ontario are working to provide world class customers with high quality products. We are committed to Safety in everything we do.

We are currently looking to fill a **Quality & Regulatory Compliance Coordinator** position for our Langley, BC location. The position is responsible for ensuring that the FSEP program, SQF 2000 System and customer specific requirements are current, properly implemented and maintained. The Quality and Regulatory Compliance Coordinator is expected to participate in special projects and provide vacation coverage for other QA personnel. The Quality and Regulatory Compliance Coordinator will be responsible for promoting and implementing food safety and quality procedures in accordance to customer and regulatory requirements. The following list of duties and responsibilities of the Quality & Regulatory Compliance Coordinator is not intended to be an all-inclusive list of duties and responsibilities of the job described.

### **Leadership**

- Develop and maintain FSEP and SQF programs that meet regulatory and customer requirements. Provides interpretation and recommendation to the organization on new regulatory initiatives
- Maintain on-going understanding of current regulations.
- Facilitates and contributes to on-going quality and food safety discussions with operation management and QA staff.
- Train and coach QA technologists and other employees with respect to quality and food safety protocols

### **Food Safety and Quality Management**

- Implement and maintain food safety standards to the latest regulatory and customer requirements. Trend non-conformances, investigate and follow up with appropriate personnel if required.
- Develop and implement relevant quality and regulatory SOPS.
- Review and audit Food safety plans/SOPS for compliance. Follow up on deviations.
- Compile compliance reports for customers and internal stakeholders.
- Participate in food safety and quality discussions with internal stakeholders, regulatory staff and customers.
- Participate in training programs for relevant food safety & FSEP procedures, product quality requirements, equipment & process technology.
- Provide GMP/ FSEP training for new employees and conduct GMP/ FSEP training annually for all employees.
- Manage Food Security audit. Maintain the Food Security program.
- Liaise with third party auditors, CFIA inspectors and customers. Follow up on deviations and non-conformances.
- Conduct audits of internal and external facility.
- Provide support to QA Manager, assume QA Technologist role when needed.
- All other reasonable duties as assigned

### **Organizational Growth and Development**

- Models and supports behaviours which drive our culture.
- Commits to on-going open and effective two-way communication with the department and across the organization.

### **Health and Safety**

- Contributes to and models behaviours that support our commitments to a respectful workplace.
- Participate in training programs for relevant food safety & HACCP procedures, product quality requirements, equipment & process technology.
- Report all accidents, incidents and near misses to your Supervisor and a Member of the Health and Safety Committee.
- Contribute to the overall Health & Safety of yourself and all team members. Participate in JHSC initiatives and follows established policies as outlined in the Health & Safety policies.



**Qualifications Required:**

- Bachelor degree or diploma in food science is required
- Minimum two years' experience in quality assurance required
- Proven & demonstrated ability & working knowledge of FSEP and Quality Assurance systems and programs
- Certificate of Attainment for SQF 2000 Systems preferred
- Knowledge of food processing and production processes
- Proficient use of Microsoft Office Suite
- Ability to work independently and in a team environment
- Strong organizational skills
- Proven ability to lead change and partner with stakeholders
- Must possess excellent communication skills for liaising and communicating with vendors, customers, and internal departments.

**Working Conditions:**

- Must be able to work in a fast-paced and flexible team
- Shift work and flexible schedule required
- Travel may be required
- Overtime as required
- Ability to attend and conduct meetings.
- Other hazards common to the industry and trade
- Manual dexterity required to use desktop computer and peripherals.

If you meet the above qualifications and are interested in applying for this position, please submit your application along with salary expectations to [hr\\_langley@jdsweid.com](mailto:hr_langley@jdsweid.com) or fax to 604-888-2199 before March 17, 2017.