



**JOB TITLE:** Assistant QA Manager

**DEPARTMENT:** FSQA

**REPORTING TO:** QA Manager

## **OVERVIEW**

Reporting to the Quality Assurance Manager, the Assistant Quality Assurance Manager is to provide leadership and support to the plant QAQC team. The Assistant QA Manager is responsible for the development, maintenance and continuous improvement of the plant QA Systems. This role also involves liaising with internal departments to ensure food safety and quality programs are in place to meet and exceed regulatory, 3<sup>rd</sup> party and customer requirements.

## **DUTIES AND RESPONSIBILITIES**

- Provide leadership and coaching to engage plant QAQC team
- Proactively drive the implementation of quality improvement projects to streamline processes within QA team and also for plant operations
- Ensure timely response and follow up on non-conformities, collaboration projects and requests, internally and externally
- Collaborate closely with cross functional teams to drive improvement in food safety and quality
- Lead regulatory, 3<sup>rd</sup> party and customer audits for the plant
- Regular report on Key Quality Indicators (KQI) with a focus on continuous improvements (e.g. quality incidents, defects, complaints, first pass quality, environmental indicators)
- Promote quality culture and employee safety in the plant
- Accountable for plant QA budget control
- Perform other duties as required

## **QUALIFICATIONS**

- Bachelor's degree or above from a recognized university or college in Food Science, Microbiology or related discipline
- Minimum of 5 years of QA/QC experience in Food Manufacturing facility with 2 years in a leadership role
- Knowledgeable in food analysis and microbiological testing
- Previous experience in leading regulatory and/or 3<sup>rd</sup> party food safety audits
- Proven ability to perform food safety assessments, problem solve and make decisions
- Ability to prioritize and multi-task when under pressure of tight deadlines
- Sound and professional communications
- Strong interpersonal and time-management skills
- Good computer skills (Microsoft Word, Excel, Outlook, etc.)
- Organized and attention to details