



POSITION DESCRIPTION

JOB TITLE: Regulatory Affairs Manager

DEPARTMENT: FSQA

REPORTING TO: Director, FSQA

Welcome to the unexpected delight of plant-based exploration! We're the creators of a revolutionary cheese alternative that tastes, shreds, melts and stretches like traditional cheese. Today, as plant-based food grows in popularity, that spirit of innovation continues to inspire our team.

We believe in pioneering plant-based breakthroughs that delight people and planet. Our portfolio of great tasting foods provides an opportunity for everyone to gather around the table, whether you have food allergies, are flexitarian, vegan, vegetarian, or just plant-based curious!

We're one big family of food-loving Daiyans, and we're always on the lookout for people who share our passion, our vision, and our ability to make each other smile.

DUTIES AND RESPONSIBILITIES:

- Maintain up to date knowledge on FDA and CFIA regulations and policies and mobilize necessary resources to ensure timely compliance with any regulation changes
- Communicate regulatory issues or changes to management and appropriate teams and coordinate solutions
- Oversee compliance of regulatory requirements for the formulation, packaging artwork, marketing materials, website, nutritional information, ingredient labelling, claims, and product naming, certifications etc.
- Manage regulatory information. Create and document standard operating procedures (ie. change notification, packaging updates, ingredient approval) as well as audit and training materials
- Actively engage in new product development. Collaborate cross-functionally to identify and resolve regulatory challenge as early as possible. Substantiate claims, or suggest alternatives, to ensure compliance with applicable regulations
- Collaborate cross functionally to help develop policies and procedures to support continuous improvement
- Manage the regulatory portion of international projects. Liaise with our international regulatory counterparts. Provide technical information and support as required.
- Conduct audits & establish relationship with co-packers and work in conjunction with QA team. Assess food safety concerns and develop production guidelines accordingly
- Establish long term strategic team goals and breakdown the initiatives to achieve them. Outline goals in line with the departmental AOP.
- Provide leadership and coaching to team members to support individual and departmental goals and growth. Delegate tasks and evaluate progress and results obtained. Implement changes to achieve objectives.
- Conduct performance reviews and other administrative functions for team members. Manage recruiting and on boarding process for new hires.
- Point of contact for government agencies (CFIA, FDA)
- Interact with Canadian based trade organizations supporting the company and/or food industry.
- Carry out other duties as required

EDUCATION, SKILLS & EXPERIENCE:

- BSc in food science, regulatory or similar degree
- Five (5) + years of experience in Food Safety / Food Regulatory role
- Excellent comprehension and application of various Canadian and US Food Regulations. International regulatory expertise a plus.
- Ability to solve and seek out answers in order to provide guidance on regulatory matters
- Good understanding of food science, food processing, and food safety
- Excellent knowledge of HACCP, GMP, SOPS, and other regulatory requirements
- Demonstrated analytical, problem solving and decision-making abilities.
- Strong project management skills. Ability to manage multiple short-term tasks and projects effectively under pressure (planning, coordination, execution)
- Highly organized, ability to work under tight deadlines and changing priorities
- Able to deal tactfully and efficiently with all enquiries.
- Strong English written and oral communication skills.
- Strong interpersonal skills; able to work independently and as a part of a team.
- Ability to persuade and positively influence at all levels of the organization.
- Strong leadership and motivational skills in a team environment.
- Strong working knowledge of Microsoft applications including Outlook, Excel, Word, etc. and the Genesis R&D Program

BENEFITS

- Competitive compensation
- Extended Health benefits fully paid by Daiya for your family
- 3 weeks' vacation
- Flex days
- RRSP matching your retirement contributions
- Annual personal health and wellness fund
- Fun and creative environment
- Inspiring and innovative work
- Smart and passionate teams
- Making people and the planet a healthier place

HOW TO APPLY

Please submit your application to careers@daiyafoods.com with ***"Regulatory Manager"*** on the subject line.