



Vibrant Health Products | Job Posting

REGULATORY AFFAIRS COORDINATOR

Are you excited by the idea of bringing healthy and delicious food to customers and consumers? Do you want to enhance your learning by working in a high paced and dynamic environment and join a team committed to bringing our great tasting products to consumers across North America? Then you may be the person we are looking for!

Vibrant Health Products, manufacturer, and marketer of Silver Hills Sprouted Bakery, Little Northern Bakehouse, and One Degree Organic Foods, is looking for an enthusiastic and energetic Regulatory Affairs Coordinator to join our growing team.

Reporting to the QA/HACCP Manager, the Regulatory Affairs Coordinator develops technical label copy for company and private brand products, provides information to the business on regulatory matters, and manages issues pertaining to labeling and advertising.

KEY RESPONSIBILITIES

- Develop technical label copy for company and private brand products, provides information to the business on regulatory matters and manages issues pertaining to labeling and advertising.
- Develop label copy, evaluate packaging and product formulations to ensure the correct labeling of new and existing products against the appropriate regulations, guidelines, internal labeling standards & policies
- Review advertising to ensure compliance with appropriate regulations and internal policies, and manage issues pertaining to labeling and advertising
- Ensure that appropriate supporting analysis and documentation is in place to validate/support claims
- Review preliminary formulations/concepts to help provide direction on potential or requested claims for new products
- Resolve regulatory issues raised internally, by customers/consumers or by government agencies and initiate corrective action as required
- Remain current on all company labeling standards and policies
- Provide regulatory updates and impact to products and labeling
- Deliver against key milestones to help support on-time delivery for all projects
- Provide customers with required documentation relating to label copy, allergens, manufacturing, and product specifications, Organic, Kosher and Non-GMO status, certificates of analysis
- Manage and review all incoming documentation from suppliers including ingredient specs, allergen certificates, NAFTA documentation, Kosher certificates, Non-GMO statements for compliance and audit purposes
- Assist with the development of internal labeling standards, policies, and guidelines
- Assist with the development of objective product standards, policies, and guidelines
- Administrate QA supplies and manage purchase orders and invoices
- Provide compliance support as needed



- Follow all company policies and procedures, including: GMP, BRC, HACCP, Health & Safety, Attendance, etc.
- Follow safe work practices and procedures as per company policies and procedures and WorkSafe regulations
- Other responsibilities as assigned

EXPERIENCE, SKILLS, KNOWLEDGE AND ABILITIES

- University education or equivalent in food science or nutrition and/or chemistry
- Minimum of 2 years' experience with consumer products labeling
- Thorough knowledge and understanding of the US and Canadian Food & Drug Act and Regulations and other consumer packaging regulations
- Outstanding team player with strong interpersonal and communication skills
- Must be highly organized with strong focus on detail and accuracy
- Excellent analytical reasoning and problem solving skills
- Ability to multi-task and prioritize to meet deadlines

This position will appeal to somebody who wants to be a contributing part of something very new and exciting in the natural foods category.

If you are looking to work and learn in an environment that fosters personal involvement and development, while keeping you challenged and at the leading edge, then this may be the place for you.

Please email your resume and covering letter to careers@vibranthealthproducts.com stating **Regulatory Affairs Coordinator** in the subject line before the posting close date of **December 8th, 2017**. No phone calls please.

We thank all applicants for their interest, but we're so busy growing that we'll only be able to get back to those who are shortlisted for interview.

Please submit resumes to careers@vibranthealthproducts.com | CLOSING DATE: December 8th, 2017