



Company Information

Sunblest Commodities Inc. is located in Vancouver, British Columbia. We import and distribute a wide variety of Organic and Conventional Dried Fruits, Tree Nuts, Raisins, Seeds & Grains to Industrial Manufacturers, Food Service Distributors and the Bakery Sector across Canada and the Western United States. We utilize strategically located Third Party Distribution Centers to warehouse and ship our goods.

Position: Quality Assurance Coordinator- Full Time

Job Description

Reporting to the QA Specialist, the QA Coordinator will be working in a fast-paced environment to ensure that all products meet quality/safety standards and regulations. This is a position with a strong emphasis on document control, sampling, grading and report writing.

Your responsibilities will include but not be restricted to the following:

- Administer the Corporate Compliance Program system in conjunction with senior QA personnel to maintain conformance to domestic and international food safety standards
- Collect, verify, and archive import records, supplier certification, and other documentation in a timely, organized manner
- Sample and test raw materials to ensure compliance to quality specifications; travel to our Distribution Center located in Delta will be required at least once a month (gas expenses are compensated)
- Manage grading and sampling program.
- Present analysis and results of grading
- Review Food Safety documents of new or potential raw material suppliers
- Maintain raw material supplier matrix
- Update and maintain log of Supplier transactions and product acquisitions
- Assist QA Specialist in developing GFSI program
- Assist with updating product specifications, nutritional and packaging labels
- Assist in entering product documentation into ERP system
- Assist in generate customer COA's for customer orders
- Complete customer-specific projects as assigned by the senior QA within the given deadline

Key Qualifications:

- Post-secondary degree in Food Science or equivalent
- Experience in a technical role in the food industry is highly preferred
- Experience with data-entry/processing is preferred
- Strong computer competency (MS Excel), numeracy and record-keeping skills
- Strong communication skills, especially written communication
- Self-directed and able to meet deadlines
- Valid BC driver's license and access to a vehicle (traveling to Surrey for sampling and inspection)

If you are interested in this exciting position, please send your Cover Letter, CV and Salary Expectations to:

Kendra.coutts@sunblest.ca