



JOB DESCRIPTION

JOB TITLE: Quality Assurance Associate

LOCATION: 1500 West Georgia St, Suite #800, Vancouver

WORK DAYS: Monday to Friday (Full-time)

Calkins & Burke Ltd. is a leader in providing food products to major retail and food service distributors throughout the world. With the new Safe Foods for Canadians Act we are looking to expand our Quality Assurance team. This is an entry level position with many opportunities for development and growth.

RESPONSIBILITIES

- Effectively monitor product and processes to ensure compliance to company, customer, regulatory (Safe Foods for Canadians Act) and GFSI benchmarked standard requirements.
- Conduct routine assessments and verifications of HACCP and Preventative Control program.
- Evaluate and assist in developing processes, specifications and standard operating procedures for ongoing quality assurance of all finished goods with respect to the new Safe Foods for Canadians Act.
- Maintain and update Quality policies and procedures.
- Ensure that any changes to standards/regulations or customer requirements are implemented efficiently and effectively.
- Apply administrative and record keeping processes to support the programs listed above.
- Assist packaging department in reviewing labels for compliance to regulatory and customer standards.

REQUIREMENTS

- Bachelor/Diploma of Food Science or equivalent industry experience.
- Min. 2 years experience with Quality and Food Safety Management Systems.
- HACCP Certification.
- Familiar with Canadian Regulations and GFSI Audit Schemes.
- Organized with attention to detail and ability to work as part of a team.
- Excellent communication and interpersonal skills.
- Fluent in English (both verbal and written).
- Able to prioritize and manage multiple tasks with minimal supervision.
- Able to take initiative to resolve issues and improve efficiency.
- Work well under pressure and adapt to change.
- Strong working knowledge of Microsoft application including Outlook, Excel, Word etc.

If you feel you would be a great candidate for this position, please send your resume and cover letter to jobs.candb@gmail.com quoting your name and "QA Associate – 2018" in the subject line. In your cover letter, please answer the following questions: Why did you choose the Food Science program? What was the most valuable lesson learned?

Submission deadline: 4:00pm, Tuesday, April 10, 2018.

Potential applicants will be contacted via e-mail to set up interviews. For all others, we thank you in advance for applying.