



QUALITY ASSURANCE COORDINATOR – Maternity leave 2018 (Contract position)

We want you as our new **Quality Assurance Coordinator, who will in the interim, for a period of up to 18 months act as relief for a maternity leave position.** The successful incumbent could become a permanent employee, after that time, based on performance results. We want you IF you are a highly motivated, experienced individual with a passion for nutrition along with a commitment to delivering results on time! Fit Foods™ is the maker of the Pure Vita Labs™ (PVL™), Mutant®, North Coast Naturals™ and Whey Gourmet® powders and supplements. Due to our continuing global growth and our vision to be amongst the very BEST active nutrition supplement companies in the world, we have several career opportunities for dedicated stars who want to build on their career and strive to deliver and improve!

This position is responsible for overseeing the company's quality system from the supply chain of raw material procurement to the finished product sale for products that are exported globally.

Job Responsibilities:

- Liaison with CFIA/FDA/and other regulatory authorities on Dairy Export, HACCP compliance, and other audit and/or regulatory requirements to meet global regulatory export laws
- Evaluate, review and pre-approve all new raw materials (dairy and non-dairy) for safety, quality, and for regulatory compliance against Canada, US and other Exporting countries
- Provide leadership and direction across all food safety & quality programs and lab activities of the facility including managing & monitoring the sampling & laboratory testing program
- Oversee raw material component inspection, control, and release. Verify Quality Line & CCP checks against specifications for all incoming raw material; verifying COAs against established specifications
- Manage the co-manufactured Finished Products QC inspection and QA evaluation program. Verify every production lot for compliance against R&D formulation & composition, internal food safety and quality specifications, regulatory compliance, and export documentation requirements
- Review holds, reworks, and recommend approvals for in-process adjustments
- Monitors the product shelf life studies following the established program. Review stability lab reports and takes proactive actions to address non-compliance trending
- Conduct one Mock Recall on a raw material and one Mock recall on a finished product once per year following the established procedure. Manage any product recall and respond to regulatory authorities as required by following the established procedures
- Evaluate/audit new & existing co-manufacturers to ensure compliance with sanitation and quality standards
- Lead root cause investigation on all customer complaints and deviations. Prepare reports by collecting, analyzing, trending, & summarizing deviations. Develop & implement corrective actions and statistical process control focusing on continuous improvement and proactive preventative measures
- Maintain the HACCP Food Safety plan and all Pre-requisite Programs; ensure the plan is updated with any new requirements, changes, and preventive control measures that may impact food safety
- Develop an annual Food Safety budget and manage cost control throughout the year
- Performs all necessary administration duties relating to the management of staff; including interviewing, hiring & termination recommendations, training, and provides input for performance reviews
- Oversee all Dairy product export applications and improve compliance with government regulations and customer requirements
- Oversee and monitor the equipment calibration, pest control program, and the label verification program
- Prepare and present KPI & analytical reports to upper management; keep document control of records, tests, training, and inspections conducted
- Other duties as directed by the CEO or CFO

Knowledge, Skills, & Abilities:

- Bachelor Degree in Food Science, Food Technology, Nutrition, or related field or equivalent work experience
- Must have previous HACCP experience and/or at least 5+ years as a Supervisor in a food, or nutraceutical manufacturing environment
- Those candidates with knowledge of the current Canadian Food, Dairy, NHP, HACCP, COR, Processed products, US FSMA Standards & Regulations and prior working experience with 3rd party audits (FDA / CFIA/ GFSI approved standards such as SQF / ISO22000) will be preferred
- Strong organizational, analytical, problem-solving, and decision-making skills with superior communication, interpersonal, and leadership skills
- Must have no allergies to dust, dairy, nuts, soy, or whey-based products; the position involves taste testing.
- Strong computer skills in Microsoft Office (Word & Excel); those with previous experience working with SAP Business 1 will be preferred

If you think you have these qualifications and drive (aptitude and attitude) and would enjoy working in our upbeat, team-orientated environment then let's connect! **Submit your resume via email by July 31, 2018.** No phone calls please and **only local area candidates please.**

Why work for us?

- Good Pay: Full-time work with a fixed shift schedule and a competitive salary package
- Secure: Work for a growing company that's thrived for 22 years, and that's is on trend
- Culture: Multi-cultural work force with a family atmosphere - where ownership is engaged and committed to good values, continuous innovation, and is results focused
- Exceptional Benefits: 100% company paid employee family benefit coverage including - MSP coverage, extended health, prescription, eye glass, dental benefits, education benefits, professional development growth opportunities, paid sick leave, and other related coverage
- Extra Benefits & perks: Solid \$\$ allowances for use of our own products & fitness membership incentives
- Growth: We started as a 1-person operation in 1996. We now have 120+ teammates! That trend continues!