



Fine Choice Foods Ltd. specializes in the manufacturing of Asian-themed foods such as: spring rolls; samosas, dumplings and sauces. For over 31 years, we have been supplying food service providers and retailers across Canada and regionally in the US. For more information, please visit our website at: www.finechoicefoods.com

Position: Quality Assurance Technician

Reporting to the QA Manager, the Quality Assurance Technician will support the QA Manager in the areas of research, investigations, report writing and administrative tasks. You will provide support to the processing facilities, quality assurance and food safety functions. You are a self-motivated and passionate individual, who has a high sense of urgency, thrives on a wide array of work and can deliver consistent results on multiple priorities.

Primary Responsibilities:

- Participate in micro test program for raw materials, finished products, environmental swabs, air sampling. This could include the use of aseptic techniques for sampling collection, submission of samples to third party lab, plating on 3M plates, record keeping and trend analyses.
- Conduct GMP and procedure audits and identify areas of achievement and opportunity.
- Perform on line measurements for work-in-progress materials and finished products
- Develop and maintain HACCP, Pre-Requisite Programs, SOPs and SSOPs
- Monitor on line employees for GMP practices and document recording accuracy
- Management of lot records for traceability
- Execute QA Hold program by identifying defective products, investigation, disposition and/or product release.
- Collect and organize samples for QA retention
- Support other Quality Assurance departments / groups in processing facilities as required.
- Develop training material and deliver GMP training to staff
- Recognize, support and commit to the facility food safety and quality assurance programs
- Other duties as required

Skills and specifications:

- 3 to 4 year program in Food Science or a related field
- 1 year employment experience working in a food manufacturing environment
- Ability to be accurate and consistent when maintaining records and writing reports
- Strong attention to detail
- The ability to work cooperatively in a team environment
- Ability to work effectively under minimal supervision
- Understanding of Microsoft Office applications including Excel, PowerPoint and Word
- Strong time management skills with an ability to work in an environment with shifting priorities
- Good written and verbal communication skills
- Apply education / work knowledge to investigate applications
- Able to maintain information security
- Strong analytical and organizational skills
- Knowledge of SQF



- HACCP Certificate
- Willingness to learn new skills and challenge oneself to develop
- Fluent in Cantonese and/or Mandarin is an asset

Location: Richmond

Fine Choice Foods offers a competitive salary and comprehensive benefits program (health & dental, MSP and Retirement Savings Plan). Interested applicants must apply directly via email to: <mailto:jobs@finechoicefoods.com>.

Fine Choice Foods is an equal opportunity employer that embraces diversity in the workplace and encourages applications from qualified women, men, visible minorities, aboriginal peoples, and persons with disabilities.

We thank all applicants for their interest but only those selected for an interview will be contacted. No phone call please.