



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 in the US. For more information, please visit our website at: www.finechoicefoods.com

Position: Regulatory Compliance Specialist

As a valued member of the Fine Choice Foods team, you will assist the Quality Department and contribute to the overall long-term success of the organization. The Regulatory Compliance Specialist will report to the Quality Assurance Manager. You are responsible for ensuring compliance to Canadian and international regulations where required as well as to company and customer product specifications requirements.

Primary Responsibilities:

- Manage and maintain label approval process and systems including but not limited to review, update and approve label designs, review product artwork, graphics and text to ensure nutritional, ingredient, and all mandatory /voluntary labelling requirements are in compliance to applicable regulations
- Manage product formulas including appropriate ingredient, nutritional, regulatory and analytical requirements
- Manage and maintain recipes for production use
- Manage and maintain Finished Product Specification for Private Brands and Sum-m Brand, Finished Product List, Allergen Master List
- Responsible for annual label reviews, inspection of first print of new or revised label (including Sum-m! brand, Private brand for retail and food service)
- Compile, validate, and maintain the Company's product brand as well as specific Private Labels'
- Generate nutrition information for preliminary R&D samples using software data.
- Collaborate with Marketing and R&D on New Product Development to document and provide input on product benefits for achieving compliance and competitive advantage
- Understand and interpret regulations and provide guidance to labeling compliance related questions and to seek creative compliance options
- Ensures compliance with all applicable labeling laws and regulations in accordance with CFIA, Health Canada, FDA, USDA and other regulatory agencies
- Staying abreast of current regulations and communicate regulatory activity to ensure that FCF is aware of pertinent developments in labeling law, CFIA, Health Canada, FDA, USDA, etc. actions and policy statements.
- Handle export documentation for meat products, including travel to get CFIA vet signature
- Liaise with on-site CFIA inspector where required
- Assist with QA program reviews for SQF audit, Seafood and Meat audits
- Responsible for maintaining site licensing for CFIA Meat and Fish departments



- Act as the recall coordinator by contacting CFIA when recall arises
- Provide relief to QA team as needed
- Other duties as assigned

Skills and specifications:

- Previous experience working in regulatory compliance within food manufacturing environment
- Completion of Bachelor's degree or college diploma in a related field
- Good knowledge of food label regulations and documentation requirements
- Strong understanding of food safety and allergens
- HACCP prerequisite is an asset
- Good communication and organization skills
- Good habit of ensuring accuracy is a must
- Intermediate computer skills in Excel, Word, Power Point, Genesis R&D software and MRP/ERP software
- Fluent in Cantonese or Mandarin is an asset

Location: 23011 Fraserwood Way Richmond, BC

Fine Choice Foods offers a competitive salary and a comprehensive benefits program (extended health & dental, MSP, performance bonus). Interested applicants must apply directly via email 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 application, but only those selected for interviews will be contacted by email. No phone calls please.