

Job Description

JOB TITLE	Technical Administrator
DEPARTMENT	QA
REPORTS TO	Technical Director

Job Accountabilities

1. Complete customer own format and BI Development specifications.
2. Supply specification and nutritional information for customer product launches for packaging, food safety and intolerance data.
3. Complete customer SQA's
4. Handle customer enquiries on product recipes and the raw materials they contain with regard to country of origin, food scares, health and safety data, allergen and nutritional information generated off the computer recipe management system.
5. Support maintenance of the Recipe Management system.
6. Maintain awareness of legislative issues. Disseminate information as appropriate.
7. Responsible for placing new products on to the production system, including all relevant technical and packaging requirements, within required deadlines.
8. Responsible for placing new raw materials on the system and ensuring all specifications and supplier questionnaires are kept up to date.
9. Maintaining the supplier database.
10. Develop knowledge of the key ingredients within coatings, seasoning blends, binders and thickeners including raw materials and their functions
11. Develop a full understanding of company capabilities and knowledge of the production and quality standards required

Person Specification

Job Title	Assessed at	Essential / Desirable
Experience of customer service	A	E
Able to demonstrate experience of researching	A	E
A BSc or food related degree or equivalent experience	A	D
Excellent working knowledge of excel and its functions	A	E
Exhibit strong team working skills	A	E
Experience of using computer data systems	A / I	D
Current, valid driving licence	A	D
Experience of technical food standards such as Food Safety and Quality Standards	A	D
Experience of working within an administration role or technical based role.	A / I	D
Analytical and thorough	I / T	E
Able to demonstrate ability to build effective working relationships.	I	E
Desire to be involved in all parts of the process	I	E
Able to demonstrate initiative.	I	E
Knowledge of auditing	I	D
Awareness of HACCP	I	D

Application (A)	Medical (M)	Interview (I)	Test (T)
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