

ROLE

Reporting to the Operations manager, the **QA administrator** will maintain all the QA systems and ensure compliance at all times, especially with regards to BRC.

KEY RESPONSIBILITIES

1. Internal Audits carried out against site procedures to maintain standards supporting continued BRC accreditation.
2. Work with the Technical Manager towards constant improvement of the quality systems used throughout the packing and warehousing operations to ensure food safety and legal compliance.
3. Working with the HACCP team to complete Review / verification / validation audits of the HACCP system as appropriate.
4. Implement and maintain the Raw Material Specifications System and use it to ensure raw materials quality and identify non compliance issues.
5. Assist in customer complaint investigations, including traceability and recall exercises.

KEY DUTIES

1. Monitor the quality systems used on site, auditing and reporting on areas showing non-compliance with follow up audits to ensure execution of corrective action.
2. Ensure that all aspects of food safety and legal compliance are maintained.
3. Create HACCP documents as required and maintain and monitor the HACCP system.
4. Joint responsibility with Operations to train staff in HACCP understanding.
5. Implement, monitor and maintain the Raw Material Specifications system and use it to monitor the quality of raw materials.
6. Handle any issues related to raw material non-compliance including ensuring that the raw material is quarantined and non-conformance is recorded by the relevant department in a timely manner.
7. Undertake customer complaints investigation / corrective action auditing to ensure that remedial action is carried out.
8. Assist in ongoing shelf life trials of finished products.
9. Assist in the BRC accreditation process and following up non-compliances.
10. Observe and comply with the employee responsibilities as stated in the company's health and safety policy.

SKILLS

1. Sound knowledge of quality standards.
2. Understanding of HACCP and BRC – training available if required.
3. Computer literate – ability to use Word and Excel to a good standard.
4. Ability to work well within a team or on an individual basis
5. Excellent attention to detail.
6. Strong interpersonal skills
7. Excellent communication skills both written and verbal
8. Confidently persuasive.
9. Self motivated with ability to motivate others
10. An aptitude for analysis.
11. Competent problem solving abilities.

QUALIFICATIONS

- 1) Educated to 'A' level standard
- 2) Food or Science related degree – desirable not essential
- 3) Advanced Food Hygiene qualification – desirable not essential