

## Technical Assistant

As a Technical Assistant you will primarily ensure all raw materials and finished products are produced to the agreed specifications. You will also be involved in the implementation of HACCP systems.

The role can be varied and include both factory and office based work. Typical duties will involve the following:

- Signing off the line checks at the end of the day verifying that finished product is fit for release
- Signing off the recipe sheets and collating with warehouse picking sheets at the end of the day, verifying that the correct raw materials have been used in each recipe
- Carry out quarterly internal audits and review annually to ensure all CCP's are included
- Ensure all visitors questionnaire forms, return from sickness and holiday's abroad questionnaires are completed correctly and placed on file
- Generation of new bag and outer case labels and issue Pass / Hold / Reject labels
- Fill out corrective action report forms, decide on corrective action to be taken, ensure action is completed and recorded
- Maintain raw material inspection reports and raw material intake traceability forms
- Assist in the completion and review of product specifications on line to ensure they are current and up to date
- Help in the development of all new lines, including recipe development, sample preparation, factory trials, pre-production runs, specifications and launch of products
- Carry out the weekly audit of cleaning, building and fabric schedule checks

You will have an excellent attention to detail and be able to analyse data effectively and quickly. Your IT skills and computer literacy will also be of a very high standard. Strong communication skills are also a necessary part of this role.

Technical Assistant roles can be Monday to Friday but they tend to reflect production shifts and so can cover all days and all hours, including nights.

Depending on your qualifications, your starting salary is likely to be somewhere between £20,000 and £25,000. It is quite likely that you will have a food related degree, although you may also have risen up through the ranks with lower qualifications such as A Levels or an HND.

