



POSITION: Quality Systems Coordinator

REPORTING TO: Senior Quality Manager

SALARY: Compensation commensurate with education and experience

TERMS OF EMPLOYMENT: Permanent - Full Time

LOCATION: Charlottetown, PEI

POSITION DESCRIPTION

Island Abby Food Sciences Ltd. is an award-winning specialty food and natural health products manufacturer located in Charlottetown, PEI.

Our team is growing, and we want to hear from you if you have a passion for Quality!

The Quality Systems Coordinator is responsible for ensuring that the Quality Management Systems are effectively being maintained through all facets of production. The focus of this role is to ensure that all products meet both internal and customer requirements.

DUTIES AND RESPONSIBILITIES

- Maintain Food Safety Management System to ensure food safety at all stages of production
- Actively participate in SQF certification and recertification audits and lead follow up to audit's observations
- Assist in inspections and audits by regulatory agencies (FDA, CFIA), customers, and third-party agencies (SQF)
- Manage all aspects of document control for the site's quality programs, including development and implementation of procedures and forms to support quality and food safety systems
- Deliver training and orientation materials about GMP, HACCP and related topics
- Manage corrective actions program, including verification of corrective actions completion and their effectiveness
- Approve new suppliers and new ingredients through adherence to the supplier approval program to ensure quality and safety of products
- Supervise SQF procedures by conducting and/or evaluating various product tests, and operational procedures to meet specifications
- Perform internal audits and fully document root cause analysis and corrective actions for process deviations
- Ensure compliance with product specifications, labeling, and regulatory standards
- Oversee customer complaint investigations, resolution and tracking
- Provide regular reporting to Sr Quality Manager on SQF issues
- Execute all reasonable additional assignments determined by Management

REQUIRED EDUCATION & WORK EXPERIENCE

- Post secondary degree or diploma in a related discipline from an accredited college or university
- 1 year of experience working with quality and food safety systems is preferred
- Experience with HACCP and related food safety training is an asset
- SQF or other related GFSI benchmarked standard training certification and practical experience



- Knowledge of Quality Assurance/Control practices and procedures
- Excellent English verbal and written communication skills
- Experience in the development and maintenance of HACCP Plans
- Experience working on an internal audit team
- Experience working with pest control service providers

WORK AUTHORIZATION:

- Must have proof of eligibility to work in Canada

PHYSICAL ASPECTS OF POSITION (INCLUDES BUT IS NOT LIMITED TO):

This position requires the ability to:

- Stand, or walk for an extended period
- Stoop, reach, kneel or crouch

HOW TO APPLY:

Qualified applicants are encouraged to apply by emailing HR@honibe.com prior to **September 20, 2019**. Please include your CV and a Cover Letter that clearly demonstrates how you meet the criteria outlined above.

We thank all interested applicants; however, only those candidates being considered for an interview will be contacted.