



NATURESCROPS
INTERNATIONAL

Natures Crops International Quality Assurance Coordinator

Natures Crops International (NCI), a vertically integrated manufacturer and global supplier of specialty oils for personal care and cosmetics, health and wellness, and human and animal nutrition markets, has an immediate opening for a full-time Quality Assurance Coordinator at our oilseed processing facility and refinery in Kensington, PE. The Quality Assurance Coordinator will report directly to the Senior VP of Operations.

The Quality Assurance Coordinator supports and maintains quality systems and regulatory compliance across operations. This role provides leadership in quality programs, coordinates training, supports cleaning and equipment validation activities, oversees documentation control, and contributes to the effective operation and continuous improvement of the company's quality assurance system.

Responsibilities

- Support the implementation, maintenance, and continuous improvement of the company's Quality Management System (QMS).
- Maintain and control quality documentation including SOPs, work instructions, records, and controlled documents.
- Coordinate internal audits, customer and certification audits, and regulatory inspections, ensuring compliance with applicable standards and documentation requirements.
- Coordinate and track employee training related to quality, food safety, GMP, and sanitation programs.
- Support cleaning validation and equipment validation activities, ensuring procedures are followed and documentation is complete.
- Monitor and verify compliance with Good Manufacturing Practices (GMP), sanitation programs, and quality standards across operations.
- Coordinate investigations of non-conformances, deviations, and customer complaints, including documentation and corrective actions.
- Review batch documentation, traceability records, and quality documentation to ensure product integrity and compliance.
- Collaborate cross-functionally with operations teams to support quality initiatives and continuous improvement.
- Maintain supplier documentation, specifications, and related records as required.

Qualifications

- Bachelor's degree in food science, food technology, chemistry, biochemistry, or related scientific area of study
- Minimum 3-5 years of related work experience (quality assurance/control) in a food processing or pharmaceutical manufacturing facility
- Experience in a technical leadership role considered an asset
- Experience with internal and external auditing required
- Strong organizational skills, detail-oriented, excellent verbal and written communication skills
- Self-motivated, team player, and strong coaching and analytical skills
- Strong computer skills in Excel and Word

Compensation and Benefits

- Rate of pay is \$50,000 to \$70,000 annually and is dependent on skills and experience
- Position starts with four (4) weeks of paid time off with additional days given annually
- Co-pay health and dental benefits package; company matching RRSP plan

To apply, please submit your resume via email to Cread@naturescrops.com by Monday, March 30th. For additional information about our organization, visit our website at www.naturescrops.com. Thank you for your interest in applying; only those selected for an interview will be contacted.