



POSITION DESCRIPTION

Job Title: Quality Assurance Officer

Department: Post Harvest

Location: Kiwicoast

Reports to: Site Manager

ROLE OBJECTIVE

This key role is responsible for ensuring that food products meet the established standards of quality and food safety set by both Seeka and regulatory authorities.

KEY RESPONSIBILITY: Quality Control & Food Safety

DUTIES

- Inspects and ensures high quality of product which matches pre-determined specifications
- Investigates customer complaints and any non-conformance issues
- Prepares reports, compiles and maintains records on product quality status, and all tests and inspections that have been conducted.
- Implements food tests and maintains schedule of testing.
- Inspects the facility to ensure a high level of cleanliness is maintained in order to meet food safety requirements.
- Assures ongoing compliance with quality and food safety regulatory requirements
- Coordinate and supports on site audits conducted by external providers
- Determines methods to resolve any quality or food safety compliance issues that arise

KEY MEASURABLES

- Quality of product is monitored and meets requirements
- Quality and technical specification meet standards expected
- Record and maintain batch data for all products

KEY RESPONSIBILITY: Plant and Equipment

DUTIES

- Inspection of equipment to meet quality control standards.
- Provide recommendations on procedures, standards and equipment to maintain product quality.
- Assist with maintaining the plant and equipment according to determined standards as required

KEY MEASURABLES

- Tests are carried out according to schedule on plant and facility
- Independent testing undertaken as per procedures

KEY RESPONSIBILITY: Standard Operating Procedures

DUTIES

- Ensure correct quality process is followed and ensure training given quickly where necessary
- Assist the Production Supervisor with hands on operational activities when needed, ensuring production requirements are met
- Ensure that all data for the production is completed and meets traceability requirements.
- Any other duties as reasonably required

KEY MEASURABLES

- Training provided in Food Safety protocols for staff in Production roles
- Maintain records for Food Safety compliance requirements

TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Industry Knowledge: Food safety knowledge, experience in a quality role in a production environment,
- Food Safety Training in HACCP and GMP
- Process Implementation & Improvement: Experience implementing company process or policy, ability to actively identify and develop improvements
- Health & Safety: Awareness of H&S legislative requirements, and experience in the implementation of these
- People Management: Experienced in managing people effectively in order to achieve business objectives
- Microsoft Office Suite: Intermediate

PERSONAL ATTRIBUTES

- Leadership/Influencing others: Can articulate a common vision and provide others with a sense of direction. Able to persuade, convince, influence or impress in order to gain support or to have a specific impact on others.
- Strong verbal and interpersonal skills: Able to communicate clearly and effectively and at the appropriate level with various types of people (i.e. with senior managers, colleagues and the public).
- Flexible/Adaptive/Resilient: Able to shift strategies and accept other viewpoints. Adapts quickly and effectively to changing situations. Able to overcome disappointments and learn from the setbacks to bounce back. Able to adjust to unexpected change.
- Organised/time management/prioritisation: Able to take an organised approach to all tasks in order to prioritise them according to the demands of the business
- Detail orientated and observant: A strong eye for detail, identifying quality and process problems early

SIGNED IN AGREEMENT

By signing this document I have read, and agree to the requirements of the role as outlined in the position description above.

_____ Date:

Signed in agreement by the employee

_____ Date:

Signed on behalf of Seeka Limited