

JOB DESCRIPTION

The Quality Control Specialist will be responsible for ensuring the quality of our products from the point of receipt of all raw materials, through adherence of our quality and safety procedures in our manufacturing processes, to ultimately handling any consumer concerns. The QC Specialist will report to the QC Supervisor, and together will manage all aspects of the QC department including regulatory audits and compliance documentation.

AREAS OF RESPONSIBILITIES INCLUDE:

Physical Inspection of all incoming raw material and review of all product documentation, to include follow-up with Suppliers for non-confirming items.

Manage Supplier Qualification Program maintaining all documentation up to date.

Continuously review and update quality control processes and procedures to ensure compliance with local, state and federal regulations.

Manage Lab sampling requirements, hold & release procedures, and coordination of all samples to be tested in outside approved laboratories.

Support all certification audits and ensure all licenses are up to date

Assist in reviewing, maintaining, and execution of current and new SOP's, including management of the Environmental Monitoring Program.

Assist on all relevant staff trainings and coaching/development of the QA inspectors

Address all customer complaints and follow up on corrective and preventive actions

Support Sales and Marketing teams as required for tasting tests, UPC's, product labeling reviews, etc.

Other responsibilities as assigned

EXPERIENCE & KNOWLEDGE

Minimum 2 years experience in a Food Manufacturing Quality Control role

High School degree or equivalent

Working knowledge of quality systems, cGMP and HACCP requirements

Preferred knowledge of botanical and herbal products

SKILLS

Excellent business and professional writing skills

Excellent oral communication and interpersonal skills

Proficient with Computers and knowledge of Microsoft Office programs

Substantial experience in communicating efficiently through email and phone

Must demonstrate leadership and team development skills through example

Ability to multitask and work independently, as well as in a team environment

Detailed and results oriented, with solid problem solving acumen

Bilingual English and Spanish required