



## JOB DESCRIPTION

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**Job Title:** Assistant Quality Assurance Manager

**Location:** Edenton, NC

**Functional Area:** QA & Food Safety

**Major:** BS in Food Science or related field

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### Job Description

The Assistant Quality Assurance Manager will assist with implementation and management of all aspects of the Quality Assurance program and ensure that quality objectives established by management, regulatory programs and project plans are met.

### Primary Responsibilities:

- Maintain and review all quality and food safety documentation to ensure goals and objectives are met.
- Supervise and leads the Quality Team and the Quality Lab.
- Maintains applicable certifications/accreditations for regulatory agencies and onsite facility activities
- Provide strong QA leadership presence at the production floor level. Collaborate effectively with other departments as it relates to food safety, quality, operational efficiencies, and overall process optimization within the plant.
- Lead and Provide resource support for internal quality audits, customer quality audits and regulatory inspections.
- Coordinating employee training as it relates to GMP's, HACCP, and general food safety & quality requirements.
- Investigate non-conformances and formulate identifying the issue, study the cause and work with the team to make sure the lead RCA (Root Cause Analysis)
- Coordinate with Central QA team for annual BRC audits and customer audits as required by the plant management.
- Performing periodic facility inspections (Internal Audits) as an assessment of compliance with company GMP's, Food Safety and Food Security policies.
- Providing timely and effective communication to management, acting as a liaison between production, shipping, and QA management to ensure product quality.

### Preferred Qualifications:

- Knowledge of various analytical techniques and procedures used in the food industry.
- Bachelor's degree from 4-year college or university; one to two years related experience and/or training or equivalent combination of education and experience.
- Ability to analyze data /information.
- Communicate & work effectively with technical and commercial teams both internally and externally.
- Identify issues, drill down to root cause, and suggest alternate and complete solutions
- Self-driven & seeking professional growth

**Application Process:** Please apply by emailing your resume to [robert.moore@olamnet.com](mailto:robert.moore@olamnet.com).

Olam Edible Nuts provides equality of opportunity for all persons with respect to hiring without discrimination on the grounds of race, color, religion, national origin, sex, pregnancy, age, disability, veteran status, or sexual orientation.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.