

Internal Audit Manager – Job Description

Summary:

The Internal Audit Manager will play a significant role in assisting Senior Quality Manager with risk management across our business. As the company continues to experience rapid growth, the successful candidate will work as an "agent of change" to help lead the company through the reevaluation and improvement of internal processes and procedures. The Internal Audit Manager is responsible, for providing team leadership during audit assignments, ensuring the timely execution of risk-based internal audits in accordance with the annual audit plan, as well as assisting Group Internal Audit Leadership with other audit matters and projects.

Major Tasks, Accountabilities and Key Responsibilities:

- Planning and preparing of the audit assignments under the supervision of senior management
- Responsible for the coaching and development of team members
- Support senior management with external and internal audits
- Performing the full audit cycle including risk management and control management over operations' effectiveness and compliance with all applicable directives and regulations
- Appraise the performance of the team members after each assignment
- Assist with wrap-up and review after audit fieldwork to include finalizing work papers and checklists
- Performing quality control and work paper review
- Performing audit and verification procedures maintaining Internal Audit Working Papers and document control
- Effectively communicate results to management
- Work collaboratively with the external auditors
- Demonstrated ability to influence others, including Senior Management as well as strong written and verbal communication skills required
- Evaluate opportunities for business process re-engineering
- Optimize operational efficiencies to support the facility's production, packaging, warehousing, and shipping operations.
- Perform item releases
- Perform record updates-review and revise company SOPs, quality records, production forms, processing forms, etc.
- Monitor annual team training sessions – maintain and collect documents as needed to support training exercises
- Observe and monitor sanitation practices used in plant facilities
- Monitor and enforce company safety practices
- Training for additional certifications may be required
- Perform RCAs as needed
- Lead and participate in projects assigned by upper management

- Maintain product quality and sanitation standards.
- Develop team to solve day-to-day operational issues and reach short- and long-term performance goals
- Deliver effective change leadership - driving business changes while minimizing people impact
- Motivate team members to achieve plan goals
- Champion and lead an effective safety culture.
- Coach for safe behaviors and compliance with safety policies and procedures.
- Ensure compliance with Company policies, contracts and procedures.
- Perform disciplinary actions as needed
- Administer policies and procedures
- Ability to manage multiple projects with accuracy and efficiency while meeting deadlines and solving problems
- Excellent communication, critical, analytical, and interpersonal skills
- Ability to work well independently and in a team environment with minimal supervision
- Attention to details while still seeing the big picture
- Ability to work in a fast-paced environment
- Regular and predictable attendance at the work site
- This role requires regular presence on the plant floor
- This role requires lifting up to 40 lbs. occasionally
- This role requires occasional work in poor weather conditions, including heat, cold, rain, or snow.
- This role may require off-shift and weekend work
- This role may require some travel (less than 5%)
- This role requires the individual to travel alone between plant locations
- Weekly commitment of 50 hours/week

Qualifications/Requirements:

Bachelor's degree or equivalent experience required. Preferably in engineering, business, operations management, chemistry, food science, biology or similar field

- Lean Six Sigma Experience preferred, demonstrated by successful completion of a major improvement project.
- 5S experience preferred
- Minimum of 2 years of experience in manufacturing preferred, preferably food/beverage experience
- Minimum of 2 years of experience in internal or external audits or compliance preferred, preferably food/beverage experience
- PCQI experience preferred
- HACCP training preferred
- SQF training preferred
- Must possess strong skills, knowledge, and capability in TPM or lean manufacturing, finance and accounting, project management, human relations, effective communications, and statistics/logical problem solving.
- Proficient in Microsoft Suite applications

- Ability to give and receive constructive feedback
- Ability to lead a team-based approach to decision making
- Demonstrated ability to work in a results-oriented, challenging environment
- Strong leadership skills with the ability to get results through mentoring skills
- Effective coaching, facilitation, presentation, and team building skills
- This position is limited to persons with indefinite right to work in the United States
- Must have a valid driver's license

Relocation Eligible: Not Eligible for Relocation

Job Type: Full-Time

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

Interested candidates can contact Victoria Rodgers at victoria.rodgers@alamancefoods.com.