

Role:

Quality Assurance Manager

Regular Office Hours:

Full time, M - F 8:00am - 5:00pm EST

Date:

N/A

Summary: The Quality Assurance Manager is responsible for ensuring Quality at Green Compass's Wilmington lab. This role reports directly to the Quality Assurance Director.

Key Results Area #1 - Oversee and Maintain the Quality Management System

- Uphold Green Compass's Quality Management System (QMS) for processes in the Wilmington location.
 - Assist Quality Assurance Director in creating and maintaining appropriate documentation for equipment, processes, operation, and cleaning at the Wilmington lab.
 - Participate and document investigations of customer complaints and product non-compliance issues.
 - Ensure all procedures adhere to cGMP, FDA and USDA Organic regulations
 - Ensure adherence to 21CFR.111 Dietary Supplement FDA regulations
 - Conduct internal audits on a periodic basis to ensure all areas are adhering to current policies
 - Support mock recall exercises to verify recordkeeping and production traceability.
- Oversee all record keeping on location
 - Approve all production and batch records
 - Approve all Manufacturing Master Records
 - Ensure all required records, QA checklists, etc. are completed
 - Issue disposition decisions when needed
 - Verify, and approve any inbound raw materials

Key Results Area #2 - Support Product Development Activity

- New suppliers:
 - Review the supplier's product safety information and recommend a verification testing plan.
 - Maintain documentation of all reviews.
 - Maintain the list of approved suppliers.
- New processes:
 - Ensure that new equipment is documented and qualified.
 - Complete testing to verify the equipment's performance.
 - Lead a team that evaluates the impact of a new process on existing processes.
- New Products:
 - Submit new formula information to Organic and Kosher certification bodies for approval
 - Collaborate with Vice President to define criteria for lot testing and COA reporting
 - Manage new product shelf-life study design and execution.

Key Results Area #3 - Maintain Organic certification system

- Ingredient Certificates:
 - Monitor expiration of ingredient certificates.
 - Work with purchasing to bring ingredient certificates up to date.
- System Information
 - Review and maintain documentation in the system on chemical and processing aids used
 - Review and maintain documentation in the system on process flow, pest control and procedures for maintaining the integrity of organic materials.

Key Results Area #4 - Serve on a winning team

- Collaborate with Vice President, Director of Fulfillment Services, Purchasing Team and Production Team to accomplish QA goals daily
- Assist Laboratory Director as needed or assigned
- Always demonstrate the Green Compass Culture.

For more information or to apply, please email Brooks Bailey at brooks@greencompassglobal.com.