Role: QA Audit Specialist

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| **Purpose:** To ensure compliance to site internal and external audit programme and drive continuous improvement in relation to food safety | | |
| KEY Responsibilities | **KEY PERFORMANCE INDICATORS** | **SKILLS & EXPERIENCE** |
| * Coordinate site Internal Quality and Food Safety Audit Schedules * Supporting customer queries including management of customer portals * Assist with investigation of complaints & analysis and compilation of reports * Carry out Food Safety / HACCP audits as per Internal Audit Schedule * Support with Contract Packaging and Own Brand companies, ensuring requirements are clearly understood at site * Assist with maintenance and development of BRC, FEMAS and other relevant site standards * Manage of Food safety and Prerequisite plans as required * Manage the GoAudits app for the site * Drive continuous improvement and best practices in particular for Food Safety and Quality Culture * Support the Group’s Incident Management Team Process * Undertake and manage Quality and Technical projects as required * Develop, Train and Coach other Team members * Assist with development and sustainability of Group QMS * Flexibility within the Site Quality and Group Technical Function | This position will require achievement of all the site Quality and Food Safety targets with a particular focus on:   * Food Safety Compliance * Housekeeping standards * Timely close out of corrective actions and implementation of effective preventive actions * Quality process compliance * BRC, FEMAS & HACCP external audits * Customer Audits. * Adherence to Quality Plans * IMT Process * Improvement in Quality Performance | * Recognised Science Qualification with a minimum of 2 years’ experience in food/ drinks/ pharmaceutical environment * Data collation and Report writing * Demonstrated ability to direct and influence people * Excellent communication skills both oral and written and the ability to work in cross functional teams and departments * Strong planning and organizational ability * Working knowledge of HACCP and Quality systems (QPulse, GoAudits, SharePoint) * Computer literate with knowledge of excel, word or other QMS package * Understanding of Customer Service * Continuous improvement focus |
| Dimensions of Role: Reports to Lead QA Audit Specialist. Provide support to other departments. | | |