



Job Advert
Quality Assurance Co-Ordinator

A new opportunity has arisen for a Quality assurance Co-Ordinator to join our busy Technical Department, based in Fochabers.

Baxter Food Group is a family owned global business established in Scotland over 150 years ago who are best known for premium food brands. For four generations the Baxters family has experienced dynamic change by launching into new market sectors through acquisitions and new products.

We're just as fussy about the people we employ as we are about the ingredients we use in our recipes. We employ people who are as passionate about our products as we are, after all food is one of the most competitive and fastest paced markets in the world. Our operational sites have strong local identities and we are highly respected in the local communities in which we operate. We are extremely proud that we have committed colleagues who have worked for us for over 30 years.

We want our colleagues to develop during their amazing journey with us and make positive steps in their careers. We have a clear strategy to grow and to enable us to achieve this we have a fantastic opportunity for a Quality Assurance Co-Ordinator to bring fresh energy to our Technical team.

The successful candidate will engage with the business to manage the panel process and assess all production runs produced on site against detailed attribute sheets to determine their conformity to quality and consistency expectations and escalate any non-conformities to the technical and operational teams. Also, to accurately control the status of stock from creation through to release on our ERP system, Oracle, while producing and maintaining product quality attribute sheets for all live products produced on site.

Required attributes

- Flexibility towards working hours
- Communication between all levels of staff within all department of the business
- Excellent time management and leadership skills
- Ability to work alone but also alongside other team members
- Ability to handover and escalate problems
- Excellent attendance and timekeeping
- Computer literate – experience of excel, word, email and databases
- Intermediate food hygiene
- Problem solving and root cause analysis identification skills
- Able to organise own work load to ensure deadlines and timescales are constantly met
- Ability to multi-task and excellent prioritisation skills

Main accountabilities:

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| <ul style="list-style-type: none">• Ensure all production runs are assessed as per the agreed sampling regime against documented, up to date, quality attribute sheets to determine acceptability to enable timely release of product for sale. |
| <ul style="list-style-type: none">• Manage the release process ensuring finished goods are released within the expected timescales including the verification of rework and quarantine rework documentation. |
| <ul style="list-style-type: none">• Management both sites tasting rooms, including the collection of samples, setting up of panels, tasting of products, accurate recording of results on the taste panel database, continuous control sample archiving and maintaining high standards of cleanliness in each tasting room. |
| <ul style="list-style-type: none">• To lead all production taste panels across site including routine daily panels, quarantine panels and end of shelf life panels to ensure they are conducted in a timely manner and results accurately recorded. |
| <ul style="list-style-type: none">• Produce and maintain accurate quality attribute sheets in the specific customer / internal format and ensure they are available for reference at all internal panels. |
| <ul style="list-style-type: none">• Ensure that the control of non-conforming product is processed through the system in a timely manner including accurate maintenance of the quarantine tracker. |
| <ul style="list-style-type: none">• Lead investigations and root cause analysis for product quality issues. |
| <ul style="list-style-type: none">• Support site audits from customers and external auditing bodies. |
| <ul style="list-style-type: none">• Produce a quarterly report covering all key areas of product quality assessment including, quarantines, customer complaints, buy back information and internal panel results. |
| <ul style="list-style-type: none">• Support the customer complaints reduction team ensuring regular meetings are held, with up to date data for assessment and that accurate meeting minutes are generated to capture agreed actions. |
| <ul style="list-style-type: none">• To create and continually maintain all standard operating procedures relevant to the role. |
| <ul style="list-style-type: none">• To take reasonable care of your own and other people's health and safety. To inform your line manager, or health and safety representative, if you think the work or inadequate controls are putting anyone's health and safety at risk. |
| <ul style="list-style-type: none">• To co-operate with your manager on all aspects of health, safety and the environment. |
| <ul style="list-style-type: none">• To support and undertake other projects or roles that are within the capabilities of the job holder and of direct value to the business |