

SIGMA SERVICES CORPORATION
Employment Opportunity

Date: 8/20/2019

Food Safety and Compliance Manager

Duties and Responsibilities:

1. Ensure facilities remain up to date and compliant with Food Safety Plans including ensuring annual analysis, update-to-date rules and continued training, as needed.
2. Responsible for regulatory audits as necessary. Responsible for the administration of the company's quality systems by planning, coordinating, and directing manufacturing plant quality assurance and food safety programs.
3. Ensures continuous production of products consistent with established standards by performing the following duties personally or through subordinates.
4. Researches, identifies, defines and supports effective implementation of innovative or complex technical applications supporting strategic initiatives significantly affecting customer satisfaction, profitability, market leadership or other areas of comparable importance.
5. Establishes and maintains strong external relationships within the quality and food safety communities.
6. Effectively uses experience and strong internal and external relationships to anticipate and act on business and customer needs.
7. Provides leadership and direction for the development, interpretation and uniform application of QA Systems throughout all manufacturing facilities.
8. Maintains Quality System to generate accurate and legally defensible results.
9. Works with customers in establishing specifications, reviewing supplier agreements, and resolving quality concerns.
10. Explores, identifies, and defines improvement areas in order to improve quality and reduce total cost in support of strategic initiatives.
11. Reviews information systems and insures they are integrated across departments. Leads the implementation of new QA systems.
12. Manages budgets for departments.
13. Directly supervises staff of 6. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Qualification, Certification and Skills:

- Strong interpersonal skills, communication and organization skills are essential.
- Knowledge of food laws, regulations, food safety, GMP, HACCP,
- Minimum of 5 years Quality Management and staff development experience
- Excellent troubleshooting and decision making skills.
- Minimum education: College 4 years.
- Quality certifications **required. LIST AT LEAST MINIMAL CERTIFICATIONS**

Reports to: President.

Job Status: Regular Full-time.