

**SIGMA SERVICES CORPORATION**  
**Employment Opportunity**

**Date: 8/16/09**

**Quality Assurance Manager**

**Description:**

**The QA Manager is responsible for managing all activities and duties of the Quality Assurance Department.**

**This position will be responsible for implementing and maintaining SQF level quality standards for raw ingredients, processing & packaging materials, finished products as well as making critical decisions on product quality and the investigation of quality related concerns.**

**The position is also responsible for the supervision and development of the QA staff and supporting efforts for the continuous improvement of the quality of our products**

**Duties and Responsibilities:**

- **Supervise and manage the daily activities of QA auditors, providing leadership, direction, expertise for teamwork environment.**
- **Provide training, guidance and support to department associates and other departments for better serving the products and customers.**
- **Quickly assess and respond to situations, proactive-anticipating ahead of time where a program might occur and ensuring Corrective and preventive actions are effective and completed.**
- **Build a framework of quality systems and procedures, constantly verifying and validating these systems to ensure effectiveness.**
- **Manage and study patterns and trends of micro and analytical results, working with production staff to resolve problems and implement solutions towards improvements at the plant level.**
- **Research and comply with local, State, Federal and SQF food safety regulations.**
- **Ensure that policies and procedures regarding all aspects of quality assurance.**
- **Assume responsibility and coordination for investigating any non-conformance issues and the development of possible solutions.**
- **Manage develop budget, goals and performance measurements for QA Department.**
- **Oversee the internal and external audit programs and complaint system.**
- **Coordinate recall or withdrawal efforts.**

**Qualification and Skills:**

- **Strong interpersonal skills, communication and organization skills are essential.**
- **Knowledge of food laws, regulations, food safety, GMP, HACCP, SQF**
- **Minimum of 5 years Supervisory and staff development.**
- **Excellent trouble shooting and decision making skills.**

**Reports to: VP of Operations.**

**Job Status: Regular Full-time**

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