

## **CLIENT OVERVIEW**

This client is an innovative natural products manufacturing company with retail operations throughout the Greater Chicago Area.

## **POSITION SUMMARY**

This role is responsible for managing the Quality Control department to ensure the production of a quality and safe product.

## **ESSENTIAL DUTIES**

- Manages all quality inspection and sampling activities. Works with operations and manufacturing support personnel to solve production problems and deal with quality control issues as they occur, making recommendations for immediate corrective action when necessary to ensure optimum product quality.
- Daily review of quality reports and records. Monitors daily audits of production procedures including verification of code dates, scales, specifications, plant GMP's and documentation.
- Maintains product quality by enforcing quality control policies and government requirements.
- Conducts investigations into non-conforming materials and products, determines the root cause and takes prompt corrective actions; while minimizing product exposure and production down time.
- Performs/Reviews Internal Audits.
- Assures the reliability and consistency of production by checking processes and final output.
- Implements quality and process improvement initiatives in conjunction with quality and operations personnel to ensure products meet quality standards.
- Develops, recommends, and implements systems, processes, activities, SOPs, etc. to improve inspection productivity on all shifts.
- Conducts GMP and on-the-job training of QC personnel and operations personnel where applicable.
- Ensures key performance indicators in the quality area are met or exceeded. Measures productivity on a daily basis, with goal of meeting standards.

- Develops/updates standard operating procedures (SOP's) and work instructions (WI's) for all department activities.
- Serves as a mentor and coach to ensure the ongoing development of his/her team.
- Leads and directs the workforce in problem identification, problem solving and implementing continuous improvement measures.
- Complies with safety and GMP requirements.

## **RESPONSIBILITIES Safety:**

- Supports a culture of safe production and operations; follows all workplace health and safety procedures.
- Responsible for safety performance in respective area. Ensures the implementation of, adherence to, and enforcement of workplace health and safety requirements.
- Ensures activities are completed to promote and enforce safe behaviors by supervisors and employees.
- Ensures injury prevention efforts are effectively implemented.
- Fulfills responsibilities as outlined in the company safety management plan.

## **Supervision:**

- Directly supervises QC Shift Supervisors.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, training, employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees, addressing complaints and resolving problems.

## **EDUCATION / EXPERIENCE**

- Bachelor's degree (B.S.) or equivalent from four-year college or technical school in food science, chemistry, physics or related field, and a minimum of seven years quality-related experience or equivalent combination of education and experience.
- Minimum of three years supervisory experience in a manufacturing environment.

- Strong knowledge of dietary supplements (or similar field), including familiarity with FDA CFR 111, FSMA and SQF.
- Familiarity with general laboratory procedures and instrumentation.
- Strong computer skills is required, including intermediate level of proficiency with Word, Excel and PowerPoint.
- Familiarity with the Oracle Application Suite 11i/Oracle Process Management module desired.
- Health food or dietary supplement industry experience preferred.
- General understanding of the concepts involved in food science and the ability to relate these concepts to any problems that arise.