



## **QUALITY ASSURANCE COORDINATOR (CONTRACT)**

### **POSITION SUMMARY**

We are a food company in search of a Quality Assurance Coordinator for our Toronto office. This is an entry level position on a contract term of 6 – 12 months with the possibility of extension. The position reports to the Quality Assurance Manager and supports other departments. You will work on site; no remote work is available.

### **KEY RESPONSIBILITIES**

The individual will:

- Review and approve COAs and labels
- Write product specifications
- Review and file plant documents
- Provide customers with documents as needed
- Investigate and respond to customer complaints
- Analyze customer complaint trends

### **PREFERRED HIRING CRITERIA**

- Minimum post-secondary education in a Science related field
- 1 – 2 years QA / QC experience in a food plant
- Familiar with Allergens, HACCP, GFSI standards
- Basic knowledge of CFIA and FDA labeling regulations
- Detail-oriented and organized
- Ability to work unsupervised
- Excellent oral and written English
- Ability to communicate in Polish an asset
- Good computer and keyboarding skills

**SALARY: \$35,000 - \$37,000**

Please email **a cover letter and your resume** as one PDF file to [info@jqinternational.com](mailto:info@jqinternational.com). Failure to follow this instruction will result in your application being overlooked.

We thank all applicants; however, only shortlisted candidates will be contacted.