

DEPARTMENT: Quality Assurance  
JOB TITLE: Director of Quality Assurance  
REPORTS TO: CFO  
LOCATION: Louisville KY

#### JOB SUMMARY

The Director of Quality Assurance gives leadership to the organization's Quality Assurance department. The position requires leadership and expertise in areas of organizational development, which provide a comprehensive and integrated structure of effective quality control systems. Quality control systems which will optimize product consistency, food defense, food safety, sanitation practices, GMP's, Regulatory Compliance, and formulation expertise that will provide market competitiveness.

Position will develop plans to standardize manufacturing processes of particular SKU's that will drive product optimization and accomplish competitive brand matches. This position will also deal with and handle customer and consumer complaints.

Position will require a leader who will work closely across departmental lines to provide an integrated team approach that will provide volume and margin growth within the market. The position must be able to deal effectively with all levels of management, factory personnel, customers, outside technical experts and consumers.

#### STRATEGIC DUTIES

Develops effective organizational structure to insure that all specific requirements of the organization are integrated in a manner that provides consistent and cohesive operating systems within Quality assurance

Reviews current food safety systems and integrate best practices to eliminate risk. Must be proficient in Food Allergen, SQF levels 2 and 3, Regulatory Requirements, HACCP, and effective information systems and integration

Reviews organizational structure to identify areas of weakness; develops proactive strategies and communicates to senior management trends in QA application, identifies risks and provides risk or

liability reduction programs

Develops gap analysis; develops recommendations and implements to insure all areas of liability are addressed

Reviews information systems and insure they are integrated and cross-linked across participating departments; must have solid experience in application, integration and manipulation of SAP systems as they relate to quality, warehouse management, and purchasing modules

Integrates R&D and QA to standardize and optimize processing systems for product consistency

Anticipates food industry and government regulatory direction, which provides a proactive readiness that eliminates business threats and liabilities. Proactively stays ahead of the learning curve

Provide airtight systems in the areas of Food Defense, Food Safety, SQF level 1 and 2, HACCP, Quality Control Systems, as they apply to internal operations and external suppliers

Works with purchasing to develop, implement and maintain vendor certification programs that encompass all aspects of safe procurement as related to food defense and food safety

#### SPECIFIC TASKS, DUTIES, AND/OR ACCOUNTABILITIES

Oversees and directs quality assurance efforts throughout the plant. Identifies trends and root causes of product quality issues and proposes solutions to resolve those issues on an ongoing basis

Provide leadership and direction in the event of a product recall. Annually review and test the company's recall/withdrawal plans and report findings to the CEO, in writing

Responsible for understanding and meeting regulatory requirements (USDA/FDA/etc) in partnership with manufacturing management

Coordinates cost saving initiatives with manufacturing, sales, engineering, finance and R&D

Responsible for factory-wide rodent and insect control

Accountable for handling consumer complaints and ensuring complaints are handled quickly and effectively. Must make determination when to turn complaints over to insurance company. Develops reporting and tracking of complaints to ensure trends or broader issues are identified quickly

Responsible for the daily operation of sensory department. Ensures regular cuttings of current, new and competitor products with concurrence of Sales and Marketing. Review and tracking of recently produced product as well for testing of products for compliance to predetermined standards. Develops reporting and tracking of product related issues and concerns

Responsible for testing and acceptability of incoming ingredients and materials. Maintains appropriate record keeping system to ensure proper documentation

Accountable for current food safety programs. Monthly, publish key performance indicators (KPI's) of current quality issues

Responsible for managing and controlling expenses of budgets for departments within incumbent's control; reviews and approves all capital expenditures that affect product or process throughout the plant

## REQUIRED EXPERIENCE

Must have a Bachelor of Science Degree in Food Science or related discipline

Minimum of 10 years food industry experience, with 5 years experience in management position with substantial budgetary and headcount accountability

Comprehensive experience in developing and HACCP programs, GMP systems and Food Safety strategy

Experience in development and implementation of Allergen Programs and SQF programs (level 1 and 2)

Expertise in SAP information systems and integration  
Experience in shop floor standardization for product consistency  
Experience in development and implementation of supplier certification programs  
Hands-on manufacturing experience  
Strong team management and project management skills  
Excellent written & oral communication skills  
Ability to build a strategic plan and implement it throughout the organization  
Ability to build consensus across departments  
Thermal Processing knowledge

#### PREFERRED EXPERIENCE

MBA or other advanced degree highly desirable  
10 years business experience  
Experience in information technology integration

Marzena Guzik

Protis Executive Innovations – A Human Capital Architecture and Retention Firm

6640 Intech Boulevard Suite 295; Indianapolis, IN 46278

[Direct] 317.275.5420 | [Mobile] 224.805.7387 | [Fax] 317.275.5401

[www.protisei.com](http://www.protisei.com)