

POSITION DESCRIPTION

Position Title: COC QA and Technical Assistant

Reports To: Director of Operations, COC

Location: Liaocheng, Shandong China

POSITION SUMMARY:

This position is responsible for assisting the QA and Technical Manger within China as needed and instructed for implementation of Food safety controls including but not limited to HACCP, GMP, PEM, Sanitation etc. This role will also work with the BCFoods Facilities and other suppliers to ensure the directions of the Corporate Director of Quality Assurance and Technical Services are implemented. In addition the role will assist efforts for SAC certification for the BCFoods plants as required by Corporate. This role will lead the efforts for standardization of methods used for testing microbiological and chemical analyses used by BCFoods facilities. This role will lead efforts for sensory evaluations within China and set up testing protocols at the BCFoods facilities. Assist in the approval of customer's specifications and work as a liaison between BCFoods divisions on BCFoods production facilities on complaints.

MAJOR DUTIES:

Quality Assurance

- Responsible to establish and train BCFoods team members in China regarding special testing requirements including.
 - Lactic Acid bacteria testing studies
 - Entero testing studies
 - Mycotoxins
 - Special micro for customers as needed
 - Irradiation testing for EU and NA as needed.
- Coordinate training and refresher training for micro analysts at the BCFoods production facilities.
- Assist in all quality and food safety audits performed by customers or third parties as directed by the COC.
- Coordinate and follow up on all corrective and preventative action (CAPA) reports arising from each facility audit.
- Track and report on all customer complaints to senior management. Inform and work with the respective manufacturing facility or supplier as needed for corrective and long term preventative actions. Ensure actions are implemented, verified and validated.
- Overall responsibility for guaranteeing food safety for all products shipped from China, including products shipped from the BCFoods facilities at Gansu and Shandong.
- Have a working understanding of the regulatory requirements for all customers regions

- Lead and report on all activities and certifications required to maintain SAC farms and complete documents related to all activities required by SAC and affiliated agencies.
 - Assist in Corporate responsibilities as designated by the Director of Quality Assurance and Technical Service to review specifications requirements based on BCFoods capabilities.
 - Assist in document reviews
 - Assist for harmonizing BCFoods Global specs, sampling, testing, reporting and COA
 - Assist for all data management into BCFoods Corporate data base
 - Assist for BCFoods SAC document and data management and filling
 - Assist on new product lines and product development tasks as needed including specification development, supply chain development, sample testing and sensory analysis.
 - Establish a sensory evaluation team and training for items as needed. Coordinate sample testing, shelf life etc, report on evaluation to department managers as required.
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KNOWLEDGE, SKILLS, ABILITIES:

Very knowledgeable regarding processing and quality control methodologies. Must have a working knowledge of hazard analysis and critical control points (HACCP), with the ability to review and update HACCP plans and to ensure compliance of HACCP by suppliers. Leadership skills are required in order to identify problems and lead corrections as needed. An understanding of the dehydrated vegetable industry along with an understanding of common quality problems and typical solutions is essential. Experience in processing and quality control experience along with bilingual ability in English and Chinese is required.

JUDGEMENT:

Analytical / Interpretive Complexity: Must be able to understand dehydration equipment, manufacturing operations and quality control principles. In addition must be able to interpret customer specifications and translate their requirements into operational or testing protocols and procedures.

Planning: Must be able to effectively manage time with the ability to prioritize multiple tasks simultaneously. Additionally, must be able to effectively coordinate facility personnel to carry out quality improvements as well as process improvement projects from designing and conducting experiments to final implementation of new equipment and/or process changes.

CONTACTS:

Internal: Facility General Managers, Quality Control Managers, Field Managers ,COC Logistics & Planning Manager, COC Senior Agriculture Specialist, COC Procurement Manager and Corporate Director of Quality Assurance. These contacts include topics related to raw material quality, product quality and production processing.

External: Suppliers of all finished and semi-finished materials being purchased.

WORKING CONDITIONS:

Normal working conditions are in an office location with approximately 30-40%% travel required. Must work well under pressure and with time constraints.
