

**OPEN TO THE PUBLIC
Employment Opportunity**

Quality Assurance Specialist

BioFoodTech

Location: 101 Belvedere Ave, Charlottetown

**Full-Time Permanent Position
(Commencing Immediately)**

Reporting to the Quality Management Representative, the Quality Assurance Specialist will be responsible for ensuring all quality assurance standards and procedures are met at BioFoodTech.

Duties will include:

- Managing all Quality Management System certification/accreditation registration requirements and liaising with external bodies on all matters relating to registration;
- Implementing all relevant procedures described in the Quality Management System (QMS) and ensuring ongoing compliance with ISO 9001;
- Conducting regular reviews and inspections to ensure adherence to safety and quality standards;
- Ensuring that all in-house systems and procedures are updated, revised and modified to meet the needs of divisional requirements and external certification bodies;
- Coordinating and conducting customer audits and internal audits of the QMS;
- Providing training on all aspects of the quality system and application of procedures, and maintaining training records;
- Developing auditing tools to improve the internal audit process;
- Introducing new systems and communicating new procedures;
- Managing the audit non-conformity database and implementing corrective actions to address non-conformities;
- Coordinating and maintain on-site calibration;
- Coordinating and executing equipment validation;
- Coordinating and monitoring quality certificates for approved suppliers; and
- Other duties as required.

Minimum Qualifications

- Completion of a related diploma or degree from a recognized post-secondary institution
- Considerable experience working in a quality assurance capacity

Other Qualifications

- Good Manufacturing Practice (GMP)/Good Laboratory Practice (GLP) experience is considered an asset

Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Salary Range: \$29.62 - \$37.02 (Level 16 - BFT Pay Plan)

Bi-Weekly Hours: 75.0 hours bi-weekly

Posting ID: 2022-01 BFT

Closing Date: **Friday, May 6, 2022 @ 5:00pm**

If interested, please submit a resume to:

Margo Thistle, HR Officer

Department Economic Growth, Tourism & Culture

5th Fl Shaw North

PO Box 2000, Charlottetown, PE C1A 7N8

mmthistle@gov.pe.ca (Please indicate the Posting ID in the subject line.)