



# FSQA (food safety quality assurance) Coordinator

## Description

Working with one of the largest processors and exporters of quality plant-based food products, we are actively searching for a **Food Safety & Quality Assurance Coordinator** to join their team in Plum Coulee, MB. This agricultural client exports to over 50 countries worldwide producing high-quality organic plant-based food products embracing the farm-to-fork theology.

## FSQA Co-Ordinator Details

- Monday thru Friday
- Salary - \$50,000/year
- 2 weeks vacation
- Benefits after 90 days
- RRSP match\*

## Duties

- Lead the implementation, verification, validation, and maintenance of the SQF system.
- Participate in the plant's Health and Safety program.
- Ensure adequate resources are available to achieve food safety objectives and support the development, implementation, maintenance, and ongoing improvement of the SQF System.
- Supervise the SQF procedures by conducting

## Closing Date

December 25, 2024

## Categories

Natural Resources,  
Agriculture and Production

## Employer

kitrecruitment.com

## Location

Assiniboine South

## Address

29 MB-306 Plum Coulee,  
R0G 1R0

## Job Type

Full-time

## Education Level

College

## Email

jenny@kitrecruitment.com

and/or evaluating various product tests and operational procedures to meet specifications.

- Participate in weekly and monthly meetings with a consultant.
- Lead and perform all SQF certification and recertification audits.
- Responsible for document control within the SQF system and its implementation in the facilities.
- Ensure compliance with product specifications, labeling, and regulatory standards.
- Maintain vendor approval program by requesting updated and new documents and perform supplier audits.
- Perform internal audits and programs and conduct internal audits.
- Assist in inspections and audits by regulatory agencies (FDA, CFEA, CFIA), customers, and third-party agencies (SQF).
- Handle customer complaint investigations, resolution, and tracking.
- Train team members in GFSI and SQF (HACCP, GMP, PRP, SOP, WHMIS).
- Maintain work areas in a sanitized and orderly manner in compliance with regulations.
- Provide regular reporting to upper management on SQF & other Health & Safety issues.
- Perform various miscellaneous and non-standard duties as required.

## **Qualification**

- Food safety practices, safety programs, and Hazard Analysis and Critical Control Points (HACCP).
- Preferred certification in HACCP and SQF.
- Preferred certification as an internal auditor.
- Understanding of Good Manufacturing Practices (GMPs).
- Knowledge of labeling and nutritional contents in accordance with FDA and USDA regulations.