

## Quality Assurance Coordinator

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Company: Lloyd Recruitment - East Grinstead

Location: Uckfield

Category: management

Lloyd Recruitment Services are working with an established company based in outskirts Uckfield who are looking to recruit a Quality Assurance Coordinator.

As a Quality Assurance Coordinator, you will be a crucial link between 3 other teams. including Operations and Customer Service. You will need to be to be a self starter, understand databases and be confident with a role that is heavily computer-based.

What is in it for you?

£26,000 pro rata

Hours 10am - 5pm (18 hours a week)

3 days a week (Monday and Thursday, and either Tuesday or Wednesday)

On site parking - must be a driver due to location

Company pension

Company events

### Main Responsibilities

Assisting in the site quality related processes to ensure the product is compliant with regulatory requirements

Ensuring regular testing is carried out and samples are stored for quality sampling

Raising purchase orders, booking transport, loading goods onto the system and keeping on top of paperwork, including delivery notes and commercial documents

Working with the Planning and Procurement Manager with tasks to ensure the smooth running of the planning, procurement and supply chain processes

Being on top of ordering materials, packaging, stock and other items

Assisting in the smooth running of the Operations department to ensure optimum production and accurate and prompt fulfilment and delivery of orders to customers

Constantly monitor and control the operational conditions

Collecting and issuing delivery notes and support management on HACCP for the site

Monitor and administer the environmental, raw material and finished product micro testing program and results reporting

Preparing and sending samples for testing

Recording complaints and technical complaint handling

Batch control, product traceability and product recall process

Updating spreadsheets and documents

Ensuring compliance with formulation to the UK regulatory requirements and in line for audits

Assisting with internal and external stakeholders

Completing risk assessments to ensure safe working environments

Following guidelines to ensure the safety of employees and visitors

Notify any unsafe conditions and incidents to management for reports to be completed

Skills and experience needed

Excellent verbal and written communication skills

Previous experience working within a compliance environment (desirable)

Experience managing stakeholders

Ability to prioritise

Time management, organisational skills and attention to detail

Good knowledge of quality systems

Knowledge of HACCP (desirable)

Knowledge of food regulations

Confident IT literacy skills

Knowledge of Food Science (desirable)

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Unfortunately, due to high numbers of applications, we are only able to respond to shortlisted applicants. If you have not heard from us within 5 days, please assume that you have not been shortlisted on this occasion.

By applying for this vacancy, you accept Lloyd Recruitment Services Privacy and GDPR Policy which can be found on our website and therefore gives us consent to contact you.

Lloyd Recruitment Services are acting as a recruitment agency in relation to this vacancy and are an equal opportunities employer.

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