**Role Description & Person Profile**

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| **Job Title** | Quality Control Coordinator |
| **Reports to** | Quality Control Manager |
| **Business** | Greencoat Ltd (part of AB Agri Global Supplements) |
| **Location** | Monmouth |
| **Direct & Indirect Reports** | Direct reports = 0  Indirect reports = 0 |
| **Budget Responsibility** | To be aligned with departmental budget for external laboratory costs. |

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| **Role Overview**  Impact Statement | To ensure complete feed traceability, feed safety, feed quality and feed legality through Quality Management Systems. |
| **Key Responsibilities** | * Label checks * Start of run production checks * CCP monitoring * Raw material and finished product sample management and external laboratory submission, logging and review * Incubation checks and monitoring * In house QC checks (e.g moisture, specific gravity, FTIR, water activity, temperatures, pH, etc.) * Environmental testing and reporting * Recipe issuing * Generating quality documentation for production (e.g. IBC labels) * Carrying out weigh checks * Export ABP materials holding, monitoring and release * Management of quarantined goods and stock check of area * Batch management for raw materials and finished goods * Ensuring correct supply chain of raw materials (e.g. supplier, COA checks) * Document scanning and filling * Non-conformance and complaint management, including reporting, investigation and implementation of corrective actions. * Waste coordination * Routine returns approval * This list is not exhaustive and may be subject to change depending on demand |
| **Key Stakeholders** | * Production Managers and Team Leaders * Label Department * Purchasing |
| **Other Factors**  Travel, shift pattern, working hours, Licence type etc. | Occasional Travel for meetings or training.  Shift pattern is Monday to Thursday 0700-1530 or 0800-1630 and Friday 0700-1330 or 0800-1430.  Working hours are 38 hours per week with 30 minute break daily.  Proof of eligibility to work in the UK must be provided. |

**Person Profile**

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| **Required experience, qualifications, and necessary knowledge** | |
| **Essential** | **Desirable** |
| * Ability to work under pressure and maintain quality standards. * Computer Literate including proficiency in Microsoft. * Ability to investigate, research and manage information. * Ability to build meaningful and productive working relationships. * Ability to communicate with centres’ personnel effectively and professionally. * Ability to coach and monitor for improvement, providing feedback and challenging when required. | * Previous experience of working in a quality based role * Holds a quality qualification or is willing to work towards one. * Food/Feed Hygiene qualification * HACCP qualification * ERP systems * Quality auditing * Good Manufacturing practice (GMP) * Corrective and Preventive Action (CAPA) * Root cause analysis (RCA) * Quality inspection tools |

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| **Key Behaviours** | * Strong organisational skills with the ability to pay close attention to detail. * Motivated self-starter who is driven to achieve individual and organisational goals in line with business targets and deadlines. * Ability to adapt to the needs of the business as it grows and develops * Self-motivated |
| **AB Agri High Performance Framework** | Our high-performance framework is a set of guiding behaviours which have been created with people from across our businesses to enable great performance across the organisation. The focus is on what you can do to demonstrate high performance in your role, as well as the behavioural inputs to assist you getting there.   * Pioneering – Curious, spirited and bold. We lead the right way. * Excellence – We seek excellence in all that we do. * Growth – We create ways for our people and customers to thrive. That’s how we keep making a difference. |