**Role Description & Personal Profile**

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| **Role** | |
| **Job Title:** | QC Assistant |
| **Division:** | AB Neo Denmark |
| **Department:** | Quality |
| **Location:** | Videbæk, Denamrk |
| **Role Type:**  Permanent, FTC etc | Fixed term |
| **Team Structure:**  Reports to, Direct & Indirect Reports | Reports to: Quality Lead |

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| **Description** | |
| **Impact Statement:**  The contribution of the role to achieving the overall business objective. Span of impact.  Main purpose, focus of the role. | The QC Assistant must, through daily quality control, ensure that raw materials and finished products meet internal and external requirements.  The QC Assistant must work with all departments on the site to ensure the highest level of quality of our finished products. |
| **Feed Safety** | Understand the impact on the business and the customer as well as understanding raw materials quality on nutritional profile of finish feed, manufacturing processes and safety of feed.  Carry out tasks and procedures as trained. |
| **Key Responsibilities:**  The key objectives and accountabilities of the role. (5 to 10 areas) | * Measurement of raw materials and finished products on NIR. * Receive milk raw materials correctly/check trade documents. * Perform OPL and precipitate on relevant samples. * Data management and receipt of raw materials. * Take out samples for salmonella, homogeneity and carry-over. * Prepare certificates of analysis and other documents for our customers. * Maintenance of the NIR DS2500. * Stability test. Submission of samples and registration of results. * Prepare, organize and conduct organoleptic testing. * Support/conduct investigation of non-conforming materials and results. * Support trials, Ad hoc tasks. * Data collection/reporting for INGOT Check. * Clean-up and cleaning in the laboratory. * Participate in internal audits and follow-up. * Contribute to improving laboratory processes to reduce the risk of using deviating raw materials. * Contribute to reduction of out of spec results on finished goods * Support certification of the Site * Support Quality Lead in achieving Target Zero |
| **KPI’s** | * Contribute to improving laboratory processes to reduce the risk of using deviating raw materials. * Contribute to reduction of out of spec results on finished goods * Support certification of the Site * Support Quality Lead in achieving Target Zero |
| **Key Stakeholders**  What are the challenges of the relationships, communication strategies required etc | * Quality Lead * Procurement Team * Operations Team * Customers and Raw materials Suppliers * AB Neo Quality Team |
| **Scope**  Depth, Breadth of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility | Measurements and control of all quality aspects of raw materials and finished products and operations, ensuring they meet the specified quality standards.  Contributing and working to resolve any quality concerns relating to raw materials and finished products. |