**Role Description & Person Profile**

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| Job title: | Quality Systems Co-Ordinator |
| Reports to: | Quality Systems Manager |
| Location: | Monmouth |
| Direct & Indirect Reports: | none |
| Role Overview | The focus of the role is to help maintain quality standards as per UFAS/FEMAS/GMP+/ISO/BETA NOPS requirements.  Ensure complete traceability of Greencoat products.  Assist the Quality system manager in the daily running of the QC systems department.  Help to ensure the quality systems are up to date and maintained.  Provide support to the quality control, production, technical and purchasing departments if necessary.  Help manage the site's Quality Administration function. |
| Key Responsibilities: | * Assist the company to promote and achieve quality goals for Target Zero. * Support the maintenance of quality standards in line with UFAS, FEMAS, GMP+, ISO, BETA, and NOPS regulations. * Ensure that finished products and raw materials are within specification and meet assurance requirements. * Log laboratory results on the quality system and help ensure that the analytical schedule is followed for raw materials and finished goods. * Investigate and report non-conformances as required and make sure that the Quality Manager is informed. * Filing and controlling documents related to suppliers, raw materials and finished goods on the company server. * Assist with review and creation of quality procedures and specifications as required and ensure document control is maintained. * Carrying out internal audits of departments and areas within the factory. * Help preparing certificates of analysis for export customers. * Assist with the creation of export health certificates for the export of finished goods to the EU and 3rd countries. * Assist the quality control department as required in the daily factory production and warehouse environment. * Assist with quality complaints, investigations and KPI reporting. * Generate and manage rework instructions for finished goods as required. * Provide cover for QC departmental colleagues when necessary. * Assist with label QC review and administration. |
| Budget Responsibility: | none |

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| **Person Profile/Knowledge**  Experience, any formal qualifications and necessary keys areas of knowledge or experience. | | |
| **Essential** | | **Desirable** |
| Educated to A Level or NVQ equivalent. | | Educated to HND or Degree equivalent. Degree or equivalent in a scientific discipline, preferably food/feed related. |
| Good computer literacy with general use of Microsoft outlook, word and excel. | | Proficient in Microsoft Office and experience with quality management software. |
| Understanding of product identification and traceability. | | Experience in quality control or quality assurance roles, preferably in a manufacturing or production environment. |
| Strong communication skills and ability to work effectively with cross-functional teams. | |  |
| Previous experience of working in a manufacturing environment. | | Have at least 2 years’ experience of working within a quality role within feed manufacturing. |
| Attention to detail and the ability to maintain accurate records and traceability systems. | |  |
| **Key Behaviours** | * Be able to multi task and prioritize projects using effective communication across functions, time management and the ability to deliver against critical timelines. * Good organisational skills. * Flexible and adaptable to cope with ever-changing priorities. * Motivation to maintain high standards. * Willingness to learn. | |
| **Other Factors**  Travel, shift pattern, working hours, Licence type etc. | Shift pattern: 08:00 – 16:30 Monday to Friday. | |

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