

POSITION TITLE:	Document Compliance Specialist	Date Reviewed:	12/1/2022
REPORTS TO:	Senior Quality Manager	Date Approved:	12/1/2022
DEPARTMENT:	Quality (046)	Revision #:	01
TYPE OF POSITION:	Full-Time/Exempt		
LOCATION OFFICED:	Fargo, ND or Valley City, ND		

POSITION DESCRIPTION: Under the limited supervision of the Senior Quality Manager, the Document Compliance Specialist provides technical expertise and supports food safety validation programs and testing to ensure product meets company and customer quality and food safety requirements. This position will assist with additional tasks as needed.

RESPONSIBILITIES AND DUTIES:

- Provide technical support to management and plant staff relating to food safety, food laws, and regulatory updates.
- Work to support consistently supply of safe, quality food ingredients and products.
- Work with other departments, including sales/marketing, procurement and support staff as needed to promote company safety and mission.
- Coordinate food safety programs and protocols between HFI facilities.
- Assist in training/educating HFI personnel on Food Safety procedures and corporate policies.
- Provide feedback and insight to HFI departments regarding various food safety and quality related subjects.
- Conduct and manage the Internal Auditing Program.
- Manage HFI documentation control and develop best practices across the company.
- Assist in all third-party audits.
- Perform other duties as assigned.

QUALIFICATIONS:

- Four-year degree in food safety, chemistry, biology, or other related degree
- Familiarity and experience with food safety certifications (i.e. GFSI).
- Must be PCQI certified
- Proficient in Microsoft Office programs: Word, Excel, Outlook and PowerPoint
- Strong Written and oral communication skills
- Self-Motivated and goal-oriented
- Detail-oriented with good follow through
- Willingness and desire to accept responsibility and add value to the position
- Creative and proactive with good problem-solving skills
- Team player with the ability to work well with others
- Ability to multitask and be organized

BACK UP:

- Senior Quality Manager
- Quality Customer Care Specialist
- Specification Specialist

Name:		Date:	
Signature:			
Manager Name:		Date:	
Signature:			