

POSITION TITLE:	Quality Coordinator	Date Reviewed:	4/17/2024
REPORTS TO:	Senior Quality Manager	Date Approved:	4/17/2024
DEPARTMENT:	Quality (046)	Revision #:	02
TYPE OF POSITION:	Full Time		
OFFICE LOCATION:	Fargo, ND		

POSITION DESCRIPTION:

- Under the limited supervision of the Senior Quality Manager, this position maintains all certifications for Healthy Food Ingredients. The individual performing this position supports HFI’s plant internal audits and works to develop best practices within HFI’s facilities.

RESPONSIBILITIES AND DUTIES:

- Verify outgoing certified source products are in specification and Certificates of Analysis are created in the required timeframe.
- Complete Submittal forms for certified sourced or toll-processed products that need additional testing.
- Help maintain supplier documentation.
- Maintain Organic Certifications for all certified sourcing products and assist with all plant certifications.
- Maintain Kosher, Gluten Free, Non-GMO Project Verified, Fair-Trade, and other certifications, such as Transitional.
- Assist with certification audits at the plants.
- Participate in regulatory updates for all aspects of the job.
- Work with sales/marketing, procurement, and support staff as needed to promote the company mission statement.
- Assist in developing best practices for Standard Operation Procedures across the raw production facilities.
- Support internal audits for HFI production plants.
- Travel as required to meet position objectives and responsibilities.
- Perform other duties as assigned.

QUALIFICATIONS:

- Minimum of two years working in a quality food processing role
- Bachelor’s degree in food science, or another related field preferred
- Proficient in Microsoft Office: Word, Excel, Outlook, and PowerPoint
- Strong written and oral communication skills
- Self-motivated and goal-oriented
- Detailed-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 multi-task and be organized
- HACCP/PCQI Certified
- Willingness to travel
- Internal Audit Certified

BACK UP:

- Quality Specialist
- Product Specification & Foreign Supplier Verification Specialist

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