



QA Supervisor
Salaried, Exempt

Job Summary: Work closely with Lead Technician to monitor operations and quality assurance procedures to ensure the quality of the materials and final products in a dietary supplement manufacturing environment

Reports To:

- QA Manager

Supervises:

- QA Leads and Technicians

Essential Functions:

- Enforce safety and quality regulations.
- Inspect food processing areas and materials to ensure compliance with government regulations and standards for sanitation, safety, and quality standards.
- Monitor the inspection and testing criteria or procedures throughout production cycles.
- Collect and analyze production samples to evaluate quality and provide feedback and interpretation to all relevant organizational departments, outside vendors, or contractors.
- Identify quality problems or areas for improvement and recommend solutions or stop production if serious product defects are present.
- Review quality documentation necessary for regulatory submissions, inspections and customer requirements and expectations.
- Ensure that batch records and SOPs are being followed and completed.
- Read and analyze all the instructions of the batch record to determine product specifications and information
- Comply with the Company SOP's.
- Examine materials closely to provide information or indication of problems to management or Quality Assurance.
- Collect samples of materials or products for Quality testing.
- Reports to work regularly and on time.
- Perform duties safely and report unsafe conditions or actions.
- Assists in other duties as needed and directed.

Education and Experience:

- Accuracy with arithmetic, subtraction, multiplication, division, decimals, percentages, fractions, and algebra
- Must be able to communicate complex concepts in English, verbally and in writing
- Knowledge of production processing
- Computer knowledge preferred

Work Environment and Physical Demands:

- Must frequently lift 50 lbs. or move up to 100 lbs. using pallet jacks
- Regularly required to stand, walk, lift, pull and climb up/downstairs
- Frequent interaction with others
- Completion of duties must be done within an allotted time which may create a sense of time pressure to meet deadlines

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.