



QA Systems Manager Salaried, Exempt

Job Summary: Plan, direct, or coordinate quality management programs necessary to manufacture and package dietary supplements.

Reports To:

- Vice President of Quality

Supervises:

- QA Supervisor, QA Lead, QA Technician, QA Internal Auditor

Essential Functions:

- Fulfills duties as PCQI (Preventive Controls Qualified Individual).
- Perform validation of identified preventive controls as identified as part of the HARPC.
- Manage QA Program to ensure GMP compliance for 21 CFR part 117 & 111.
- Inspect food processing areas and materials to ensure compliance with government regulations and standards for sanitation, safety, and quality standards for ongoing quality improvement.
- Conduct internal audits and assist with external audits.
- Monitor performance of quality management systems to ensure effectiveness and efficiency.
- Create, implement, direct, and monitor the inspection and testing criteria or procedures throughout production cycles, root cause analyses, or quality trends.
- Oversee the initiation of nonconforming product investigations and work with cross-functional teams to aid in the investigation and disposition of product and materials.
- Oversee the initiation of CAPAs and work with cross-functional teams to investigate, identify corrective and preventive actions and if the identified actions are effective.
- Review and update standard operating procedures or quality assurance manuals.
- Instruct staff, vendors or contractors on quality guidelines, testing procedures, or ways to eliminate deficiencies.
- Oversee and perform annual GMP training for existing employees and perform GMP training for new hires for the company.

Knowledge, Skills, and Abilities:

- Skilled in monitoring, troubleshooting, critical thinking, process control, time management, following through, serving customers, and active listening.
- Demonstrate understanding of regulatory issues, leadership, attention to detail, orientation to quality, deductive reasoning, problem sensitivity, problem solving, and skilled at decision making.
- Knowledge of sanitation requirements for quality assurance and food safety criteria (HACCP), food production processing, chemistry, biology, Food and Dietary Supplement cGMP's, human resources, and safety of personnel.

Education and Experience:

- BS Degree in Food Science or a Technical field or have equivalent field experience
- 3-5 years proven experience in a compliance role

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.