

Department: Quality Assurance

**Quality Assurance Technician**

Status: Permanent, Full Time

Schedule: 40 hours / week Monday to Friday daytime

Additional availability on occasion

**Key Responsibilities**

- Ensure that regulatory compliance is upheld (Health Canada, FDA)
- Assist the Manager in various audit preparations and reviews.
- Support Purchasing team by leading the supplier/COA process which includes research, validation, assessment and documenting findings.
- Communicate promptly with internal and external parties.
- Research, follow up and resolve complex matters as per the process.
- Document findings, analyze data, update supportive documentation, provide coaching and training to employees on GMP and food safety system.
- Perform additional tasks, as needed.

**Profile**

- bachelor's degree in food science
- Graduate degree, an asset
- Experience of 3 years or more in a relevant quality position in the food industry
- HACCP and SQF in depth knowledge
- Proficiency in French and English (written and verbal) with good writing skills.
- Proficiency with systems, MS Office (intermediate level Excel) and databases
- Problem-solving and customer relationship skills
- Detailed oriented, organized with superior time management skills, results and team oriented, someone who takes initiative and is seeking a challenge.
- First Aider certification, an asset

Please submit your CV and preferred working conditions to [HR@tootsi.com](mailto:HR@tootsi.com).

Only selected candidates will be contacted.

Thank you for your interest!