

## **EXECUTIVE, QUALITY ASSURANCE & SYSTEMS**

(Based in LSEO, TPG)

### **Responsibilities:**

- To arrange manpower and provide guidance to QC Technicians on QC checks for incoming materials, in-process and finished product.
- To provide guidance to QC Technicians towards resolving any quality matter.
- Well-versed with GMP, HACCP, Halal and other food and/or cosmetic related regulations.
- Develop quality-process links with customers through quality plans, supplier quality assurance processes and quality, food safety & environmental management systems (ie. GMP, HACCP, Halal, MSPO SCC, RSPO SCC, ISO 9001 & ISO 14001).
- Conduct audits on suppliers and contract packers for product quality and food safety.
- Handle customer complaint, ensure customer satisfactory.
- Lead the team in investigating or troubleshoot for product quality issue.
- Responsible to check the effectiveness of countermeasure reply to customer and countermeasure reply by supplier and production.
- Act as document controller for quality, food safety and environmental management systems; ie. GMP (Food & Cosmetic), HACCP, HALAL, ISO 9001, ISO 14001, MSPO SCC & RSPO SCC.
- Assist Management Representative in ensuring successful implementation of the quality, food safety and environmental management systems.
- Update manual, procedures, forms for management systems.
- Plan, coordinate, carry out and/or handle yearly internal and external audits.
- Follow up, verify effectiveness and closure of corrective actions for audit findings.
- Review relevant legal and regulations and communicate the latest requirements relevant to management systems to operations team.
- Arrange training related to quality, food safety and environmental management systems for operations team.
- Recommend and lead changes to enhance controls and management systems.
- Perform other related duties and responsibilities as assigned by superior from time to time.

### **Requirements:**

- Degree in Science or Food Science; Food Handler's Certificate.
- Good communication and interpersonal skills.
- Ability to work as part of a team and with external regulators.
- Good in systematic documentation and internal auditing skill.
- Knowledge of GMP, HACCP, ISO 9001, ISO 14001 & Halal requirements.
- Minimum 2 years working experience in cosmetic or food industry.
- Applicants must be willing to work in Telok Panglima Garang.