



Job description

Job description

Quality Coordinator

Position: Quality Coordinator

Reports To: Quality and Sales Managers

Location: HQ in New Bedford, MA

Northern Pelagic Group, LLC, NORPEL, is a New Bedford, MA based processing company of seafood and meats. We sell into the North American Pet food manufacturing market as well as an International Market for the seafood items harvested by its own vessel as well as other seafood items processed at our facilities in New Bedford, MA.

We are looking to fill a position of *Quality Coordinator*. This position will report to the Quality and Sales Managers. The location of the job is at our HQ office in New Bedford, MA. This position is responsible for organizational support as defined below:

Position Description:

The quality coordinator provides company-wide leadership and direction for many of the quality and sales functions at our HQ office in New Bedford, MA. Responsible for quality systems, programs and standards, providing consistent product quality in compliance with NORPEL, customer, FDA, FSMA, HACCP, USDA and other Federal/State requirements and regulations.

Specific Tasks such as:

- Direct and monitor regulatory compliance with FDA, FSMA, USDA/APHIS, State and local authorities and act as company's primary liaison with these agencies
- Understand Norpel HACCP programs, food safety validations and verifications
- Manages and oversee customer sampling program including in house and third-party labs to ensure all product meets customer specifications
- Help company maintain regulatory requirements related to product safety and quality.
- Reviews and complete annual food safety questionnaires and documentation request.
- Complete reports on all matters pertaining to quality issues and standards
- Perform key performing indexes (KPI's) on Norpel product in relation to customer standards.
- Applies knowledge of customer expectations, regulatory requirements, Food Safety / Quality standards and serves as a technical resource to Manufacturing, Sales, R&D, and Logistics (e.g., assists with decision-making, assessing risk, trouble-shooting, problem solving, minor formula modifications, etc.).
- Generate certificate of analysis (COA) and ensure products within customer specification.



- Reviews purchase orders (POs)/sales orders (SO)/ bill of ladings (BOL) and provides correct quality documentation prior to shipment.
- Assists with product retrievals/recalls.
- Assists with audits; specifically customer third-party audits by understanding the quality audit process, including preparation, performance, reporting and closure phases.
- Help manage quality drives on company server

Knowledge, Skills and Abilities:

- Excellent communication, interpersonal and writing skills.
- Ability to work efficiently and effective in independent or team based environments
- Good technical understanding of FDA/FSMA regulations.
- Possesses a high degree of initiative and flexibility.
- Capable of multi-tasking in fast paced environment from different locations.
- Ability to troubleshoot quality issues in a manufacturing environment.
- Proficient computer skills. Proficient with Microsoft Word, Excel, or cloud based software.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Education, Experience and Certifications:

- B. S. in Food Science, or Science related field required.
- Experience with Seafood HACCP, FSMA and current food related regulations. HACCP and PCQI certificate preferred.
- Experience with logistics, specifically geared towards shipping and receiving.
- 2-4 years combined experience in quality control, sanitation and/or production preferred.

Pay rate commensurate with experience.

Job Type: Full-time

Pay: \$65,000.00 - \$85,000.00 per year