**Position: Jr Executive Q.C**

**Department:** Quality

**Location:** Khopoli, Vasad and Kolkata Plant

**Organization structure:** The Position reports directly to the respective Plant A.M Quality

**Job Objective:** Should be able to handle and strengthen food safety and Quality management system. Ensuring consistent quality product by proper timely testing and looking out all Q.C activity of plant

**Job Responsibility:**

* Testing, Monitoring, and reviewing RM/PM/WIP/FG quality in compliance with specification and providing regular feedback to R.M/PM procurement team regarding receipt quality.
* Reporting and maintaining daily, monthly, quarterly and annual analysis of report of R.M/P.M/F.G WIP
* Keep records of quality report, statical reviews and relevant documentation
* Standardize documentation for quality checks and controls of record for same in digital and document form to enable consistent review and analysis.
* Monthly analysis of material kept in 3P warehouse.
* Sampling and analysis of all by-products before dispatch
* Calibration of Lab instruments, plant scales and documenting.
* Ageing sampling and testing of R.M, F.G kept in Plant/Silo/company warehouse and 3P warehouse.
* Inform Q.A team for fumigation as per Ageing sample report. Inspect product for fumigation effectiveness (after fumigation)
* Maintaining audit documents, ensuring compliance and assisting QA Technician during audits.
* Compliance of GLP as per ISO-17043 and ensure GLP audit NLT 60%.
* To perform other miscellaneous activities and tasks as and when needed.
* To work abiding ETG code of conduct

**Academic Qualification**: Diploma Food Technology

**Work Experience:**

2 – 3 years of experience

**Functional Responsibility**

* Understanding of food safety laws, FSMS and expertise in food safety-based standards, HACCP/ISO 22000, GFSI standards.
* Understanding and sound knowledge of ISO17025
* Industry-specific technical knowledge

**Behavioural Responsibility**

* Teamwork and collaboration
* Interpersonal Skills
* Effective interaction with other departments/suppliers
* Problem Solving Attention to Detail
* Multitasking
* Willingness to learn new methods and systems