

Worknet

Business Services Tracking System

Job Order

Job Number: 737
CalJOBS Number:
Job Title: Quality Assurance Analyst
Occupational Category: Management Support Occupations
City of Job: Los Banos
Experience Required: 12 months
Education Required: Associate degree
Number of Openings: 1
Starting Wage: 15.00
Wage Negotiable: No
Shift: Day
Duration: Long Term
Hours per Week: 40
Benefits: Medical
Calif. Driver's License: None
Status: Active
Continuous Posting: No

Job Duties:

Job Purpose and Summary - Quality Assurance Analyst is responsible for the following -1.Maintain accuracy and organization of QC/QA electronic and hard copy files including summarizing and distributing data to appropriate departments as necessary 2.Organize run sheets and laboratory data post production.Complete and maintain QC related production files in laboratory 3.Review and analyze run data and identify improvement opportunities to remove any existing gaps within process controls 4.Track the review and approval of controlled documents during the review process 5.Summarize and analyze weekly pest control activity for the management team 6.Organize data collected and provide monthly reports for Pest Control and Cost of Non-Conformance 7.Maintain the MSP database for formula, process and finished product specifications 8.Support sensory program by creating/updating sensory description cards 9.Maintain the accuracy of QA Holds for finished goods utilizing the Hold Database.Assure proper supporting documentation is completed and filed 10.Support the update of QA procedures and programs as needed 11.Support GMP inspection program as needed 12.Support the review, understanding and compliance of all programs, policies and procedures contained in the Food Safety and Quality Management System 13.Other duties as directed by the QC Manager or QA Senior Manager. Experience needed - Lab Experience and Administrative Experience.es

How to Apply: Please, e-mail your resume to:
jeanna.carmo@kagomeusa.com
Attention: Jeanna

Special Instructions:

2 or 4 year college degree within a scientific background is required. Must have good math skills. Must have good oral and written skills in English. Must have reasonable computer skills in MS Office suite. Must have excellent organizational and computer skills. Requires considerable attention to detail. Must have ability to learn and understand statistical software and database systems in MS Access.