

**Enviro Tech Chemical Services, Inc.**  
**Job Description**



<b>Job Title: QA Auditor</b>	<b>Back up: SQF Practitioner</b>
<b>Work Location: Helena, AR</b>	
<b>Department: SQF</b>	
<b>Reports to: SQF Practitioner</b>	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Exempt <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Nonexempt	<b>HR Contact: Director, Human Resources</b> <b>Date Revised: 5/29/2019</b>

**Essential Duties and Responsibilities:**

**The QA Auditor is responsible for performing onsite facility inspections at all stages of production, including in process manufacturing and finished product.**

- QA Auditor performs daily documentation inspections.
  - Ensures all Production records are released, reviewed, and revised as needed, and gathers appropriate approvals prior to release for use.
  - Ensures QC, BOM and shipment records are legible and suitably authorized by those undertaking monitoring activities that demonstrate inspections, analysis and other essential activities have been completed.
  - Performs final audit approval, ensure all verification signatures and required information is listed on BOM records.
  - Responsible for ensuring that all batch verification records are readily accessible, retrievable and securely stored.
  - Audits/tests ongoing processes to assure continued compliance.
  - Prepares report(s) based on the results of stated audits/tests to be presented and shared with senior staff.
- Must have the demonstrated ability to:
  - Identify and assess potential food safety hazard and quality defect. Drive continuous improvement.
  - Write SOP's and work instructions.
  - Effectively work with production team and other members of quality team to develop and maintain a robust and effective food safety and quality system.
- Follow all safety procedures and work as safe as possible at all times.
- Ensures compliance to GMP and HACCP and Quality Programs.
- Communicate with other departments regarding actions taken to resolve non-conformances
- In absence of the QA Auditor, the roles and responsibilities of this position will be fulfilled by the SQF Practitioner.
- Uses statistical process controls to effectively control and optimize production process, improve product quality, and reduce process variation and waste.
- All other duties assigned.

**Education and/or Work Experience Requirements:**

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Comprehensive Knowledge of Food Safety HACCP
- 1-3 years' experience in Quality Assurance/Food Safety
- A 2 or 4-year college degree in Business or Science desired
- Previous internal/ external auditing experience desired.

**Physical Requirements:**

- While performing the duties of this job, the employee is regularly required to use hands to handle or feel.
- The employee is occasionally required to walk, climb, or balance.
- Specific vision abilities required by this job include close and long-range vision with good peripheral vision.

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- The employee must frequently lift and or move up to 50 pounds.
- The work environment characteristics described here are representative of those an employee encounters while performing the job essential functions of this job. The employee is exposed to outside weather conditions, which include extreme hot and cold weather, humidity, rain and wind. The noise levels in the work environment are low to moderate.
- Enviro Tech Chemical Services, Inc. is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Enviro Tech Chemical Services, Inc. is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. Consistent with the Americans with Disabilities Act (ADA) To request reasonable accommodation, contact Director, Human Resources (Suzi Coen) ph. (209) 232.2216, email. [scoen@envirotech.com](mailto:scoen@envirotech.com)

***Print Employee Name:***

***Employee signature:***

***Date:***

***Manager Signature:***

***Date:***

***Human Resources Signature:***

***Date:***