

# Senior Quality Manager/Director

Minden, Nevada, United States

## OVERVIEW APPLICATION

### Description

Pure Ground Ingredients  
2535 Business Parkway Minden, NV 89423

PGI is a fast growing organic herb/spice/botanical importing and processing company that utilizes extensive food safety, handling and management practices to ensure a quality product.

The Senior Quality Manager is responsible for managing the Quality Department and associated programs for the company. Ensures the company standard operating procedures, policies, and food safety manual meet FDA regulations and SQF requirements. This position involves encouraging a team environment to promote food safety and quality while continuously improving the quality program.

### CORE FUNCTIONS:

- Establishes and creates policies/programs on food safety, food quality, and good manufacturing practices that meets regulations
- Write, review, revise, and implement documents: standard operating procedures, policies, records, work instructions for all aspects of the operation regarding All Quality control and Quality Assurance Programs
- Meets with regulatory authorities: Health Department, FDA
- Participates in audits: customer, third party, third party certificates
- Communicate with other departments and Operations Manager on quality related concerns and corrective/preventative actions
- Identify and address food safety and quality issues (non conformance/out of specification product)
- Reports trends in food safety, food quality, corrective action, non-conformance, supplier performance, and customer complaints to senior management
- Organizes internal audits, equipment calibrations, mock recalls, mock crisis meetings, water and air checks
- Reviews documented checks – daily production/warehouse checks, sanitation records, pest control reports, calibration check records, foreign material records, test reports
- Initiates non-conformance reports and associated corrective actions
- Reviews records and ensures documentation is filled out clearly and accurately, following good documentation practices
- Trains employees on implemented programs, documents, procedures, records
- Creates training documents and manages employee training register

- Manages documents
- Communicates with outside service providers as they relate to the Quality Department; maintains agreements, certifications, and updated register
- Actively work towards food safety/quality program improvement
- Participate in management meetings, lead HACCP meetings/training, participate in management reviews
- Team member for Crisis Management Team and Recall Team
- Liaison for Pest Control inspector
- Active in food defense requirements

### **Requirements**

This position requires at least 5 years experience as a Quality Manager who has experience in leading a Quality team before.

Bachelor's degree in Science (Biology, Chemistry, Microbiology)

- SQF Practitioner, HACCP, PCQI certified (or able to achieve certification)
- Experience working in a food manufacturing facility with departmental management
- Demonstrates aptitude for problem solving and is result oriented
- Must possess excellent written and verbal communication skills
- Computer literate using Microsoft Office (Word, Excel, Outlook) and willing to learn other programs necessary to job duties
- Work in a fast paced team environment with the ability to multi-task and prioritize duties
- Must have attention to detail, be motivated, accurate, and able to detect and deal with discrepancies
- Pass pre-employment screening (reference checks)

### **Benefits**

Pure Ground Ingredients is a locally owned Equal Opportunity Employer