



3/26/2018

Quality Specialist – Ventura, CA

Responsibilities

- Responsible for providing quality assurance, quality control and technical innovation support for a growing nutraceuticals company.
- Help launch the new product within the defined used and agreed specification.
- Create, implement, and maintain the policies and standards required to consistently comply with the regulatory and food safety law.
- Keep up with regulatory changes and notify all business units of the changes.
- Respond to any customer's GMP, HACCP or QA related questionnaires, and inquiries regarding regulatory issues, labeling, nutritional data and MSDS.
- Review and make recommendation specifications for all finished products.
- Review customer's needs for specific formulation and determine if it complies with all USP or EU requirements.
- Ensure all incoming raw materials meet the specification.
- Monitor the plant's wastewater program and reporting.
- Audit and drive improvement of operational SOP master sanitation program and sanitation performance standards by verifying corrective actions.
- Coordinate company Hazard Analysis Critical Control Point program implementation.
- Work with third party auditors on current good manufacturing practice (cGMP).
- Provide employee training associated with quality control and assurance.
- Renew key certifications.
- Enhance and maintain various quality related programs including but not limited to sanitation, allergen, HACCP, Halal, Kosher, microbiological testing, product recall and self-audits.
- Effectively validate analytical methods to ensure safety of the raw materials, finished products and packaging materials.
- Audit and ensure acceptability of all raw material suppliers.

- Participate in functional food testing and product evaluation to ensure stringent quality controls.
- Conduct chemistry analysis and understands HPLC, GC, and Microbiological testing program.
- Interpret results and provide recommendations for improvements.
- Assist R&D department with projects as assigned.
- Develop product library to provide quality assurance support.
- Keep lab equipment functional by following operating instructions and provide assistance in quality control techniques.
- Establish monitoring system to help product quality and process improvement.
- Respond to customer concerns, complaints and returns. Fix root cause of issues.
- Work closely in all supply chain duties such as communication on the technical issues with raw materials providing companies.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree (or foreign equivalent) in Food Science or related academic field plus 1 year of experience in the job offered or a closely related occupation. Employer will also accept a Master's degree (or foreign equivalent) in Food Science or related academic field plus 0 years of experience.

SPECIAL REQUIREMENTS:

Must possess knowledge/expertise with the following:

1. Knowledge in nutrition, food chemistry, food regulation, food processing and statistics.
2. Understanding of HACCP, analytical testing and food microbiology.
3. Proficient with Microsoft office.
4. Knowledge needed including but not limited to food science application.
5. Literature review.

Knowledge/ expertise must be sufficient to perform the job duties involved in the occupation in the normally accepted manner.

**Employer will accept suitable combination of education, training, or experience.

Novotech Nutraceuticals, Inc. is an equal opportunity employer.

To apply for this position please send resume to:

Novotech Nutraceuticals, Inc.

Attn: Human Resources

2897 Palma Drive, Ventura, CA 93003

Must reference **JOB CODE: KL-01 when applying.

EOE M/F/D/V

It is the policy of Novotech Nutraceuticals, Inc. to afford full equal employment opportunity to qualified employees and applicants, regardless of their race, color, religion, sex, national origin, age, physical or mental handicaps, military or veteran status, sexual preference, or any other protected condition or characteristic in conformity with all applicable federal, state and local laws and regulations.