

Quality Assurance Technician Job Posting  
REFERENCE #: 2503-QA

Calkins & Burke Ltd. is a leader in providing food products to major retail and food service distributors throughout the world. We pride ourselves on our strong work ethic and our positive work environment. Calkins & Burke Ltd. is looking to fill a full-time Quality Assurance Technician position.

Duties Include:

- Update product specifications
  - o Maintain nutrition data and create nutrition facts panels for various products
  - o Confirm products continue to comply with CFIA or international regulatory standards
- Review and enter lot codes for accuracy and traceability
- Process Import Notification Forms as part of the seafood import program
- Prepare samples for internal product evaluations on safety and quality control
- Resolve customer complaints by liaising with internal/external parties on the investigation and corrective actions
- Assist with supplier approval documents, such as maintaining verification forms and certifications in relation to various product claims
- Handle various customers' documentation and database requests
- Arrange samples for internal or customer approval
- Other duties as required

Qualifications:

- Bachelor degree or diploma in Food Science preferred. Consideration will be given to those with post-secondary education in similar disciplines.
- Fluent in English (both verbal and written)
- Proficient in MS Office programs, such as Excel and Word
- Strong attention to details with exceptional accuracy
- Ability to prioritize and manage multiple tasks with minimal supervision
- Team player with excellent communication and interpersonal skills
- Able to work well under pressure and adapt to changing priorities

Salary Range: \$40,000 – 48,000 annual salary

If you feel you would be a great candidate for this position, please send your resume and cover letter explaining why you are attracted to this job posting to [jobs.candb@gmail.com](mailto:jobs.candb@gmail.com) quoting REFERENCE #: 2503-QA in the subject line.

**Submission deadline:** 3:00pm, Tuesday March 11, 2025.

Potential applicants will be contacted via e-mail to set up interviews. For all others, we thank you in advance for applying.