

Quality Assurance Assistant Job Posting  
REFERENCE #: 2208-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 QA Assistant position. This position is an administrative support position and is suitable for a recent graduate.

Duties Include:

- Reviewing and categorizing import notification emails; and preparing Import Notification Forms
- Entering seafood can codes into a database, checking inspection frequency and printing applicable paperwork
- Preparing samples for inspection/evaluation
- Recording inspection results and product sampling
- Updating/adding products to GS1
- Tracking GS1 invoices
- Tracking weekly audit updates
- Preparing QA samples for courier
- Updating and maintaining label binders and training on label approval
- Miscellaneous duties relating to specification review, nutritional updates and compliance verification
- Responding to customer feedback
- Other duties as required

Qualifications:

- Minimally 1-year related office experience would be beneficial
- Strong “can-do” attitude
- Strong attention to detail
- Great organization and multitasking skills
- Fluent in English (both verbal and written)
- Proficient in MS Office, Word, Excel
- Ability to follow instructions and work well independently with minimal supervision as well as within a team environment
- Takes initiative to ask questions when necessary
- Team player, works with a sense of urgency with superior accuracy
- Able to work well under pressure and able to adapt to changing priorities

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 #: 2208-QA in the subject line.

**Submission deadline:** 4:00pm, Monday, August 22, 2022.

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