

Quality Assurance Specialist Job Posting  
REFERENCE #: 2305-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 Specialist position.

Duties Include:

- Develop and update product specifications
  - o Ensure products comply to CFIA or international regulatory standards
  - o Maintain nutrition data and create nutrition facts panels for various products
  - o Confirm products meet various import requirements
- Handle various customers' documentation requests
- Resolve customer complaints by liaising with internal/external parties on the investigation and corrective actions
- Participate in internal product evaluations for safety and quality control
- Assist with supplier approval documents, such as maintaining compliance forms and certifications in relation to various product claims
- Assist in ensuring the accuracy of product packaging components before mass print runs
- Process Import Notification Forms as part of the seafood import program
- Other duties as required

Qualifications:

- Bachelor or Diploma of Food Science
- Previous experience in Quality Control/Assurance preferred
- Fluent in English (both verbal and written)
- Proficient computer skills, including Microsoft Office
- Strong attention to detail
- Ability to prioritize and manage multiple tasks with minimal supervision
- Team player with excellent communication and interpersonal skills
- Ability to work well under pressure and 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 #: 2305-QA in the subject line.

**Submission deadline:** 3:00pm, Tuesday, May 30, 2023.

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