



POSITION DESCRIPTION

JOB TITLE: Sr. Director of Food Safety & Quality Assurance

DEPARTMENT: Production

REPORTING TO: CEO

SUMMARY:

Nomad Nutrition is a plant-based (read: vegan) health food startup based in Burnaby focusing on manufacturing healthy, organic, plant-based dried ready-to-eat meals for the outdoor community and we cook everything in-house from scratch.

The Sr. Director of Food Safety & Quality Assurance defines and executes short- and long-term strategic initiatives to ensure food safety, quality, & regulatory compliance to the highest standards, while overseeing the development, implementation, and management of food safety and quality programs and policies, such as SQF, HACCP, FSMA, and SFCA. The Sr. Director of Food Safety & QA is responsible for continuous improvement initiatives in food safety, quality assurance, and regulatory compliance in US & Canada, as well as for global expansion in international markets.

MAIN DUTIES AND RESPONSIBILITIES:

- Provide leadership and mentorship to the Quality and Regulatory team members.
- Oversee overall food safety and quality systems at Nomad Nutrition.
- Develop and execute short-term & long-term strategic objectives for food safety, quality, and regulatory.
- Define and establish strategy for ensuring Food Regulatory Compliance in US and Canada, as well as ensuring readiness for international business expansion.
- Define and measure Quality KPIs both at Nomad Nutrition and drive continuous improvement initiatives.
- Collaborate with cross-functional team leaders to drive a successful and sustainable implementation of a Quality Culture program at Nomad Nutrition.
- Participate and collaborate with Otsuka Corporate QA on new quality initiatives as required.
- Key advisor and decision maker during Copacker vetting process; ensure the food safety and quality standards of the prospective co-packer is up to Nomad's standards.
- Manage existing co-packer relationships with regular reviews of co-packers food safety/quality performance KPI's.
- Oversee the implementation of a Vendor Management System to measure vendor's performance in maintaining the specified ingredient safety and quality.
- Develop and drive System Automation for current QA and Regulatory processes.

- Lead inter-departmental initiatives to streamline and improve current QA processes, while reducing errors and mitigating risks for our consumers
- Key Decision Maker and representative at the Innovation Council to ensure a food safety- and quality-focused process during product ideation.
- Lead Regulatory team and provide advice and regulatory guidance for packaging designs and claims.
- Collaborate with R&D leadership team to develop and implement a product development process that complies and focuses on food safety and regulatory from inception to commercialization.
- Research, validate, and build business relationships with potential new co-packers for strategic growth of Nomad products. Key contributor during Copacker Contract Review/Signing, along with the VP of Operations.
- Drive continuous Quality improvement and cost reduction projects with Co-Packers.
- Prepare and monitor approved annual budgets on all food safety and quality initiatives.
- Carry out other duties as required.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree from a recognized university or college with specialization in Food Science or the equivalent combination of education and experience.
- At least 10 years' experience in food manufacturing.
- Authoritative knowledge of SQF, HACCP, and GMP applicable to Quality & Compliance and Production.
- Comprehensive understanding of packaging and manufacturing processes and customer complaint investigations.
- Excellent knowledge of HACCP, GMP and other regulatory requirements.
- Strong knowledge in both own-manufacturing and co-packing.
- Experience with on-site auditing of facilities and written programs.
- Experience in directing third party audits.
- Experience working directly with the US FDA and CFIA.
- Ability to present well and work autonomously with minimal supervision.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Excellent technical writing skills
- Strong interpersonal skills; able to work independently and as a part of a team.
- Demonstrated analytical, problem solving and decision-making abilities.
- Strong English written and oral communication skills.
- Ability to handle multiple projects in a fast-paced environment.
- Strong organizational and time-management skills.
- Ability to prioritize under the pressure of tight deadlines.
- Able to deal tactfully and efficiently with all enquiries.
- Some travel will be required.
- Good working knowledge of Microsoft applications including Outlook, Excel, Word, etc.

JOB TYPES: Full-time, Permanent

PART-TIME HOURS: 40 hours per week

BENEFITS:

- Casual dress
- Dental care
- Discounted or free food
- Employee stock purchase plan
- Extended health care
- Flexible schedule
- On-site parking
- Paid time off
- Store discount

SCHEDULE: 8 hours shift

COVID-19 CONSIDERATIONS:

- onsite rapid test kits
- face masks, gloves and hair nets available
- quick daily screening

ABILITY TO COMMUTE/RELOCATE:

- We are located at 3650 Bonneville Pl, Burnaby close to Production-Way Skytrain station.
- Reliably commute or plan to relocate before starting work (preferred).
- Parking is also available.

Expected start date: as soon as position is filled.