

Label Compliance Assistant Job Posting  
REFERENCE #: 2304-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 Label Compliance Assistant position for our Quality Assurance department. This position is an administrative support position and is suitable for a recent graduate.

Duties Include:

- Evaluate product packaging components for compliance to CFIA or international regulatory standards
  - o Track all stages of label development and implementation
  - o Compile all necessary contributing content and parameters needed for artwork development
  - o Annotate artwork changes and coordinate revisions with designated individuals
  - o Proofread and review revised artwork prior to submission or release for production or marketing purposes
- Liaise with customers and designers to build labels that conform to both customer and government requirements
- Ensure the accuracy of product packaging components before mass print runs
- Coordinate with suppliers to ensure products are properly packaged in a timely manner to meet shipping schedules
- Maintain certifications in relation to various product claims
- Gather and manage packaging information, such as dimensions and weights
- Other duties as required

Qualifications:

- 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
- Bachelor or Diploma of Food Science - optional
- Ability to use artwork files like Adobe Illustrator or Photoshop - optional

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 #: 2304-QA in the subject line.

**Submission deadline:** 4:00pm, Friday, April 28, 2023.

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