



OTTOBAUTHENTIC

## Quality Assurance Officer (Poultry/Meat)

KZN, Cape Town, East London, Polokwane and Johannesburg

### ROLE/JOB DESCRIPTION:

- ⑧ A Quality Assurance Officer will ensure that products arrive and depart in accordance with quality and safety standards, conduct quality control inspections and provide QC Reports.

### RESPONSIBILITIES:

- ⑧ Review and improve current procedures and conduct regular audits for SOP compliance.
- ⑧ Monitor staff performance, providing guidance, and conducting essential training sessions.
- ⑧ Investigate product quality issues, conduct root cause analyses, and raise Improvement Reports.
- ⑧ Maintain a comprehensive filing system, complete daily QA checklists, and provide regular compliance reports.
- ⑧ Enforce quality and cleaning standards, promptly addressing any deviations.
- ⑧ Guide production teams, recommend improvements, and oversee the implementation of procedures.
- ⑧ Conduct daily FIFO spot checks and assess safety risks, communicating findings to relevant departments.
- ⑧ Identify training needs, foster a food safety culture, and train new employees.
- ⑧ Perform sporadic production checks and follow through on HSE minutes, findings, and improvements.
- ⑧ Track waste control, conduct cleaning inspections, and ensure strict adherence to product testing procedures.

### EDUCATION/EXPERIENCE - NOT NEGOTIABLE:

- ⑧ Bachelor's degree or equivalent
- ⑧ Minimum 3 years proven experience as a QA Officer
- ⑧ Analytical Thinking
- ⑧ Ability to analyse data for insightful decision-making in quality control processes.
- ⑧ Attention to Detail
- ⑧ Meticulously focusing on specifics for thorough audits, documentation, and compliance.
- ⑧ Effective Communication: Effectively conveying information to ensure seamless collaboration with teams and stakeholders.
- ⑧ Quality Focus: Demonstrated commitment to maintaining high-quality standards in all processes.
- ⑧ Leadership: Capable of leading and guiding production teams, providing support and recommendations
- ⑧ Problem-Solving: Taking proactive steps to identify risks, suggesting improvements, and solving quality-related issues.
- ⑧ Key Performance Areas: Variance Management, DC External Audit Results, Creation of training courses to address deficiencies in personnel or procedures

### TECHNICAL SKILLS:

- ⑧ Understanding of SOP Implementation
- ⑧ Quality Control and Assurance
- ⑧ Health and Safety Regulations
- ⑧ Data Analysis and Reporting

**Kindly note:** If you have not heard from us within 14 working days, your application was unsuccessful

**How to Apply:** Please submit your resume to: [elsa@ottobauthentic.co.za](mailto:elsa@ottobauthentic.co.za) and use the job title and location as the subject