



Job Description

I. Post information

Job Title	Document Control Supervisor	Department	QA
Post Code	07014	Location	Clifton, NJ
Immediate Report	QA Director	Direct Subordinate	Document Control Specialist

II. General Job Description

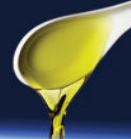
Document Control Specialist

III. Main Responsibilities

No	Responsibility Content
1	Manage and control all customer/Sales Team technical requests and/or inquiries.
2	Manage and control all processes, QC lab, and/or facility SOPs, Forms, Instructions, etc..
3	Develop and maintain Standardized Information on Dietary Ingredients (SIDIs)
4	Manage the development of COAs and in-house specifications for raw materials, in-process, and finished products.
5	Support the QA Director in Quality Audits
6	Support in the collection and submittal of corrective actions regarding audit observations.
7	Develop and implement SOPs when requested by the QA Director.
8	Participate and/or schedule meetings regarding customer complaints, quality audits, and other related quality topics.
9	Conduct GMP, GDP, Food Defense, HACCP, and other related quality topic training.
10	Develop training materials as requested by the QA Director.
11	Manage the annual reviewing of all quality documents.
12	Support and/or lead the HACCP Team when requested by the QA Director
13	Develop and manage the Safety Data Sheets in the ICS system
14	Other duties as assigned

IV. Key performance criteria

No	Key Performance Indicator
1	Meet customer technical request turnaround time (target: thirty-(30) business days).
2	Meet internal COA and specification submissions. Granted all technical information is readily available.
3	Meet quality audit observation CARs timeline date submissions. Granted the necessary departmental support is provided.
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Part 2 Qualification Authentication

V. Qualifications

Requirement	Standard
Educational Requirements	A.S. in Food Science, Microbiology, or Chemistry
Major Requirement	Science background and/or work experience in the field
Language Requirement	English and Spanish a plus
Professional Certificates/License Preferred	Quality Auditor, HACCP, Pest Control, SQF, Food Safety and Sanitation, and other similar credentials
Computer Requirement	Proficiency in Microsoft Office, SmartDraw, Teams, Zoom
Working Experience	Five-(5) plus years in food and/or nutraceuticals quality systems
Personality Characteristics	Strong organization, calm, personality, decisive, judgment, Be proactive
Others Requirement	Teamwork and negotiation skills

VI. Job training requirements:

See the job training certification form.

VII. Update Time:

Employee Signature:

Date:

Department Manager Signature:

Date:

HR Department Signature:

Date: