



## Job description

Quality Coordinator- 2nd Shift

Department: Manufacturing  
Reports to: Quality Manager  
FLSA Status: Non-Exempt

### Summary

The Quality Coordinator is responsible for assisting the Quality Leadership team in daily assigned duties. The Quality Coordinator will communicate all quality concerns and/or deficiencies with management and plant personnel and is a driver of quality, safety, and efficiency within the plant.

### Key Job Duties:

- Assist in the creation and maintenance of standard operating procedures and production paperwork.
- Ownership of the Document Control System and maintaining all documents, to include tracking of procedure training as well as maintaining the Document Register.
- Assist in Food Safety and Quality Training as directed by the Quality Assurance Leadership.
- Assist with updating individual product specifications for all finished products.
- Ensure new and changing raw materials and finished goods are appropriately documented, assisting in maintenance of the Food Safety Plan.
- Assist in submitting and receiving any required certifications and/or claims for finished goods.
- Handle customer sample requests and R&D sample requests for product evaluation, sampling and shipping of samples.
- Assist in the management and completion of internal facility audits (GMP, BGP, etc.) and track corrective actions for completion.
- Assist with external audits and coordinating required follow-up actions.
- Log and track all quality holds, prepare deviation paperwork, and other documents for the Quality Leadership team.
- Track sanitation compliance and assist with cleaning validations as needed.
- Maintain QA Calibration compliance.
- Assist in the evaluation and resolution of customer product quality issues and complaints. Evaluate data and report findings to leadership team for further communication and closure for the customers.
- Manage shipping of any required production samples to 3rd Party/external lab testing as required by the customer. Communicate the testing results to the customer for product release.
- Handle routine water, air and Environmental Monitoring testing for the facility.
- Review incoming materials for release and manage non-conformance system.
- Assist in communication and working with Pest Control Representative for any follow up items and logging and tracking any open items in the corrective action register.
- Report directly all quality related activities to the Quality Leadership team and assist in quality projects.
- Serve as back up for Quality Leadership and assist Record Review as needed.
- Follow company GMP's (Good Manufacturing Practices) and all other quality programs.
- Wear PPE (Personal Protective Equipment) when required.
- Responsible for ensuring work area is clean and organized.
- Ability to work independently with little or no supervision and as a member of a team.
- Strictly adhere to all Safety policies.
- Committed to ensuring that the products produced meet all food safety and quality requirements.
- Must follow all Safety procedures and Good Manufacturing Practices.
- Other duties as assigned.

### Qualifications

- High-energy, flexible, self-starter, hands on, comfortable with little or no administrative support.



- Attention to detail and drive for process improvement
- Excellent oral and written skills.
- A desire to succeed and good work ethics are required.
- Team player with a sense of urgency and a self-accountability mentality.
- A passion for excellence.
- SQF and/or GFSI experience preferred.
- 3-5 years' experience in a production or manufacturing environment preferred

#### Knowledge and Skills

Must possess the knowledge and understanding of basic math skills including weight calculations, averages and percentages. Must be able to read and write in English.

Must be proficient in MS Word and Excel, have working knowledge in PowerPoint. Access knowledge a plus.

#### Work Environment/Physical Demands:

70% of work is performed in an office setting

30% of work is performed in a manufacturing environment

Ability to sit, stand and bend

Ability to lift at least 30 lbs.

Schedule: Full-time

Shift: 2nd Shift, Monday through Thursday 4:30 PM to 3:00 AM

Please submit your resume through Indeed or stop in for an application at the address listed below. Please contact Jessi at 320-357-3505 with any questions.

Enterprise CP

100 Banta Road

Long Prairie, MN 56347

Job Type: Full-time

Pay: From \$18.00 per hour

COVID-19 considerations:

EnterpriseCP is following practices recommended by the CDC and Public Health to keep our employees safe.