

We currently have a vacancy for a:

Technical Co-Ordinator (Primal) TC/07/21

As Technical Co-Ordinator, you will be responsible for the completion and management of technical information and administration. To support the site Technical Department to maintain and update the Food Safety plan and Quality Management Systems in line with Customer codes of practice and legislation to ensure the safe production of food and to provide customer support to the Technical Manager.

Typical duties:

- Maintain and update the company Food Safety plan and Quality Management Systems.
- To assist in preparation, take part in customer visits, audits and lead the quality management system review
- To trend, monitor & investigate site complaints and report findings to management / customers.
- To liaise with and continually develop relationships with management, production staff, suppliers and customers on a regular basis.
- To complete Customer KPI reports to agreed timescales.
- To maintain the customer / certification schemes online systems - including customer questionnaires / requests for information.
- To review, monitor compliance, adherence to schedule and trending of test results , to maintain Laboratory accreditations.
- Manage product recall and incident / crisis management system.

Requirements:

To be considered for the Technical Co-ordinators role, you will have a Food related qualification i.e. in food science, food technology or related science subject and possess technical/QA admin experience within a food manufacturing environment.

You will have a good knowledge of technical/quality management systems, have strong organisational and IT skills and additional qualifications such as food safety, HACCP etc. would be a benefit.

Excellent administration skills are essential.

We reserve the right to enhance criteria at shortlisting stage.
To apply please email a copy of your CV to: hr@lindenfoods.com

Human Resources Department at Linden Foods Ltd.
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Closing Date: Friday 23 July 2021

Linden Foods is an Equal Opportunities Employer