



We currently have a vacancy for a:

Technical Administrator

As Technical Administrator, 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:

- To maintain and complete traceability and mass balance exercises as per the traceability schedule and customer requests (including customers audits, DNA trace exercises). Problem solving any traceability issues and establishing root cause.
- Ensure product micro and environmental testing schedules are adhered to and trending the results.
- To maintain the customer / certification schemes online systems - including customer questionnaires / requests for information.
- To lead the sites internal audit program by ensuring that audits are carried out to schedule and ensure that any non-conformances are closed out within the allocated timeframes.
- To complete the food safety KPIs as per agreed timescales, highlighting any underperformances to the Technical Manager so that the appropriate corrective action can be implemented
- To audit across the site to identify and highlight compliance and non-compliance with Legal and Customer requirements, especially food safety.
- Working along with the operations team to identify root cause, corrective actions and to ensure continuous improvement
- Assisting in preparation and take part in customer visits / audits
- To liaise with and continually develop relationships with managements, production staff, suppliers and customers on a regular basis.
- Maintaining and developing sections of the Quality management system in line with our customer requirements
- Supporting other functions within the technical team as and when required

Requirements:

To be considered for the Technical Administrator role, experience is required 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: Wednesday 2nd June 2023

ABP LINDEN IS AN EQUAL OPPORTUNITIES EMPLOYER