Darifair Foods, a premier food industry provider of high quality dairy and dairy alternative solutions, has an exciting position open at the Corporate Headquarters in Jacksonville, Florida.

POSITION TITLE: Quality Assurance Documentation Specialist

JOB DESCRIPTION AND PURPOSE:

We are seeking a highly motivated individual to join the Darifair Foods Quality and Technical Services team. Responsible for maintaining accurate technical documentation to support the Quality, Technical, Research & Development, and Supply Chain teams. Work with raw material suppliers and manufacturing facilities to manage accurate records for internal and external compliance requirements. Prepare, maintain, and distribute Certificate of Analyses to customers in a timely manner. Coordinate internal and internet-based QA document systems for customers and serve as the administrator for the program(s). Input and confirm information of materials into Genesis nutritional software and other formulation databases. Assist with investigation, tracking and reporting of customer inquiries and/or complaints. Support laboratory functions as needed including but not limited to physical, chemical, and sensory testing. Opportunities to advance within the Quality department as company continues to expand and grow.

This position reports to the QA Technical Manager.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor of Science in Food Science or related science field preferred, or combination of education and 1-2 years’ relevant work experience
- The following is preferred: SQF practitioner certification, PCQI certification, and/or HACCP training

REQUIRED SKILLS:

Professional:

- Knowledge of food science, food processing, manufacturing and related fields.
- Basic knowledge of raw materials and ability to analyze or interpret data.
- Knowledge and understanding of labeling regulations.
- Experience with good laboratory practices and good manufacturing practices.
- Understanding and knowledge of FDA and USDA regulations.
- Must be computer literate and be proficient in Microsoft Word, PowerPoint, and Excel.
Personal effectiveness:

- Highly motivated, critical thinker, goal oriented that easily adapts to change.
- Detail oriented and exceptional organizational skills.
- Ability to manage multiple projects and assignments.
- Works proactively and adjusts to ever changing conditions with focus on delivering and driving results.
- Makes time sensitive recommendations, communicates effectively, seeks others for input when needed, and protects the Darifair brand and customer base.
- Does not fold under pressure.
- Ability to work in a fast faced and high performing environment.
- Ability to travel up to 10% of the time.
- Ability to work under processing environment conditions at times.
- Ability to lift up to 50 lbs.
- Ability to work standing for extended periods of time.
- Ability to lift up to 50 lbs.
- Ability to work standing for extended periods of time.

Other:

- Ability to travel up to 10% of the time.
- Ability to work under processing environment conditions at times.
- Ability to lift up to 50 lbs.
- Ability to work standing for extended periods of time.

COMPENSATION:

Income range should be appropriate as determined by experience, responsibilities and industry standards. Pay formula comprised of benefits including insurance, 401K, paid vacation and bonus opportunities.

Qualified candidates need to submit their resumes via email to izaffke@darifair.com with “QA Documentation Specialist position” on the subject line.