

Quality and Technical Coordinator

Kudos Blends is an award-winning food ingredients company supplying national and international bakeries. Our head office and manufacturing facilities are based on the Shropshire/Worcestershire border.

We are looking for another quality and technical coordinator to join our growing business.

Benefits:

- Thorough induction process and training with exposure to the entire business
- Performance-related pay reviews and bonuses
- Cost of living supported wages
- Friendly staff with a can-do, positive attitude
- Growing company with significant reinvestment
- Collaborative approach to all work to encourage strong team dynamics
- Regular company-wide communications and updates
- Senior management participation in all projects
- Extremely strong health-and-safety record and culture
- Company activities such as fund-raising days, quarterly events and a Christmas party

Key responsibilities include:

- Support the site with external audits such as BRC, Kosher and Halal ensuring compliance with requirements
- Actively work with the operations team to be able to consistently deliver safe, legal and high-quality products
- Conduct internal inspections and internal audits based on the audit schedules
- Assist in the prompt investigation of customer complaints ensuring that all are logged and closed out in a timely fashion
- Respond to customer queries and complete specifications including the inputting of information onto customer portals
- Assist the technical department with process trials including recording and compiling reports
- Request required technical information and completion of SAQs for new ingredients and /or suppliers
- Assist with the review of document updates and document control within the quality management system
- Assist with organising internal training on changes to the quality policies and procedures
- Assist with the management of approved suppliers and raw materials ensuring compliance documents are updated when required.
- Assist the quality manager in the collation and reporting of KPIs
- Support factory and warehouse teams in production when required
- Contribute to the site HACCP and VACCP plans and be involved in reviews

The successful applicant will have:

- Previous customer-facing experience
- Experience in the food industry
- Level 2 food safety or higher
- Computer literate in MS Word and Excel
- Ability to work within a team and alone
- Strong communication skills with the ability to engage effectively across all levels
- HACCP training/ awareness
- Good technical knowledge with attention to detail
- Audit experience, GMPS, Fabrication, internal audits

It is ESSENTIAL that we receive a covering letter with your application/CV explaining why you feel you would be suitable for this position and what interests you about the role. Applicants failing to do this will be instantly rejected.

Please note that due to the rural location of our business it is essential you are able to drive as there is no public transport.

Kudos Blends Limited

Registered Office: Old Station Business Park, Cleobury Mortimer, Kidderminster, DY14 8SY, UK.

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