

Quality Systems Assistant

We are looking for an experienced individual to come and join our Quality Department. This role requires you to be out and about around the manufacturing site as well as desk-based. If you are a lively individual, with an enquiring mind, come and join our team.

Benefits

- Performance-related pay reviews and bonuses
- Thorough induction process and training with exposure to the entire business
- Pension scheme
- On-site gym
- Career progression for the right person
- Friendly staff with a can-do, positive attitude

Key responsibilities include:

- Assisting with the development and maintenance of the Quality Management System in line with the current BRC standard and company methodology
- Organising internal training as a result of changes to policies and procedures
- Issuing of product specifications for new and current products
- Completion of customer specifications and questionnaires
- Ensuring finished product testing and environmental sampling is completed including the organisation of external testing
- Involvement with external customer audits and any resulting corrective action plans
- Conducting audits based on the internal audit schedule
- Completion of site inspections covering GMP, CCP and Hygiene & Housekeeping Standards

The ideal candidate must:

- Already have some experience in the food industry or a manufacturing environment
- Show a good understanding of a quality management system
- Have previous experience and skills in auditing
- Have an extremely strong knowledge of Microsoft Office
- Have excellent communication skills – both written and verbal
- Have high attention to detail
- Show initiative
- Be able to work at a fast pace

We offer a comprehensive training programme for those individuals wishing to further their career and we pride ourselves in developing staff to maximise their potential.

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.

Job Type: Full-time, Permanent

Salary: £28,000-£35,000 per year

Kudos Blends Limited

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

☎ +44 (0)1299 271 333 ✉ info@kudosblends.com www.kudosblends.com