**DEPUTY QUALITY MANAGER**

As a deputy quality manager you will be providing all support needed to the Quality Manager and be responsible for the quality department in her absence, your main role and responsibilities will be aligned to the ones of the quality manager, namely:

* + Managing the Quality team, providing support, training and coaching
	+ Setting targets and goals, and then following up by appraisals highlighting any areas for improvement to ensure company standards are met
	+ Proactively handling any quality issues and quality systems
	+ Report any non-conforming products & processes, investigate and implement root cause analysis and corrective strategies
	+ Act as a point of contact to help with any quality issues and standards across the company
	+ Act as a main point of contact to resolve customer complaints
	+ Completing scheduled safety and quality audits in line with company standards, HACCP and EU needs
	+ Maintain all relevant documentation
	+ Maintaining and improving all procedures related to or affecting food safety
	+ Ensure compliance with legislation and company standards as set out in the Quality Management System

You will however be responsible for a number of specific initiatives and tasks as regards Quality Control, Quality Assurance, and R&D, namely:

**JOB ROTATION:**

* Ensure that a proper job rotation plan be implemented for quality staff so as to ensure that a flexible multi tasked team exists
* Prepare and communicate regularly with all staff to communicate the plan

**TRAINING:**

* Identify technical training needs for all personnel based on the existing status of skills and gaps identified
* Conduct training of employees accordingly
* Provide ongoing shop-floor and on the job training to employees

**QUALITY CONTROL OF INCOMING RAW MATERIALS AND FINISHED PRODUCTS:**

* Take responsibility for all inspections of incoming raw materials (consumable and fish) to the factory and the warehouse and ensure that all ordered products meet the specs
* Liaise with the procurement, planning and finance division in case any issue is faced with the incoming goods so that immediate actions can be taken
* Implement and roll-out all necessary control and test procedures necessary to ensure full compliance to the company’s specs
* Take responsibility for all inspections of finished products
* Provide timely, regular and accurate information to production, quality and planning on any on-hold products so that effective and quick decision making be possible

**RESEARCH AND DEVELOPMENT:**

* Take responsibility for Research & development and help improve the existing products recipes and quality and provide a reactive feedback to the commercial team so as to meet the customer and cost expectations

**QUALITY ASSURANCE:**

* Ensure that all Quality Assurance Executives are closely following and implementing all quality guidelines and process control points