



## **QUALITY AUDITOR II**

Winchester, Kentucky

**Department:** Quality Assurance  
**Reports To:** Director of Quality Assurance  
**FLSA Status:** Exempt

### **Job Summary:**

Responsible for conducting internal and external audits of suppliers, and contract manufacturers, according to the MarTek Compliance Program requirements as well as demonstrate basic aspects of Compliance through training, communication, and other duties assigned by management.

### **Essential Duties and Responsibilities:**

1. Lead site Food Safety programs including Master Cleaning, Allergen, HACCP, Glass and Brittle Plastics, and Compliance Programs.
2. Identify opportunities for improvement in the Quality system through daily interactions with site personnel.
3. Hosts or assists in hosting customer, rabbinical, Halal, regulatory and third party audits and inspections.
4. Manage the kosher and Halal programs to maintain compliance with standards.
5. Conduct required cGMP, HACCP, Allergen, and Food Safety training to all new employees. Assist with annual GMP training. Conduct required Quality systems training. Conducts other quality related training as necessary.
6. Provide assistance through knowledge of Compliance and understanding of the manufacturing process to document authors to ensure MarTek documents meet Regulatory requirements.
7. Conducts additional audits and inspections as requested.
8. Assists in other roles as directed by management.

### **Supervisory Responsibilities:**

None

### **Qualifications:**

1. Bachelors Degree in Biology, Chemistry, or other related science.
2. Minimum of 3 years experience in food manufacturing, Quality Assurance, Quality Control, or relevant technical field. Quality auditing experience preferred.
3. A comprehensive understanding of cGMP regulations and Food Safety principles.
4. Strong interpersonal skills to interact and communicate effectively with all levels of personnel. Solicits input from others and offers feedback in the spirit of continuous improvement.
5. Strong skills in system oriented and creative thinking. A desire to propose new ideas and find innovative and enhanced ways of doing things. Seek out new assignments and assume additional duties as necessary, while performing standard and assigned tasks.
6. Ability to present knowledge of cGMP's, compliance issues, and continuous improvement information to all levels of MarTek personnel
7. Ability to multi-task and prioritize workload to meet varying timelines.

8. Ability to evaluate multiple types of systems and make decisions concerning these observations and assessments.
9. Computer proficiency with Microsoft Office (Outlook, Word, Excel, Power point and Access).

**Requirements:**

**Physical Demands:**

N (N/A)	A (1 – 25%)	B (26 – 50%)	C (51 – 75%)	D (76 – 100%)
Sitting		<u>B</u> %	Standing	<u>B</u> %
Walking		<u>B</u> %	Driving	<u>A</u> %
Bending/Stooping		<u>A</u> %	Climbing	<u>A</u> %
Reach above shoulder		<u>A</u> %	Kneeling	<u>A</u> %
Pushing/Pulling		<u>A</u> %	Crawling/Crouching	<u>A</u> %
Lifting		<u>20</u> lbs		

Computer work				
_____ N/A	_____ Minimal	<u>X</u> Moderate	_____ Significant	
Temperature extremes				
_____ N/A	_____ Minimal	<u>X</u> Moderate	_____ Significant	
Noise				
_____ N/A	_____ Minimal	<u>X</u> Moderate	_____ Significant	

**Travel:**

Domestic	<u>&lt;=25</u> %	International	<u>&lt;=10</u> %
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**Other Exposures/Demands:**

1. N/A

Please submit your resume and/or application ([www.martek.com](http://www.martek.com)) to Human Resources at [kyjobs@martek.com](mailto:kyjobs@martek.com) or fax to 859-744-8364.

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M/F/V/D