



Job Description

Job Title: Quality Assurance (QA) Administrative Assistant (Corporate)
Supervisor: Director of QA
Department: QA
Prepared Date: Aug.2007

General Summary - Primary purpose or contribution to the department or organization

Assist QA Director with all aspects of QA activities.

Essential Duties and Responsibilities:

Include the following; other duties may be assigned.

- QA documentation and filing.
- Manage QA invoices and QA monthly/yearly budget.
- QA lab data entry, analysis, and filing.
- Communicate with vendor regarding product problem.
- Assist Customer Relations with inquiry investigations.
- Maintain and update supplier HACCP documents.
- Nutrition Facts for seafood items.
- Manage technical database.
- Letter writing and editing.
- Update and maintain QA manual, TQM manual and Recall Manual.
- Coordinate USDC inspections.
- Research QA, environmental, and nutritional related topics.
- Farmer Training material organization.
- Maintain and update iCiX site (Database program).
- Bi-Weekly Dealer Report (swordfish imports) – submit claim forms when shipment and all required documents have been received.
- Supplier Compliance Program
- Laser Fiche – scan articles and file

Supervisory Responsibility:

N/A

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function:

- **Language Skills** – Ability to speak clearly and intelligently in a professional and pleasant tone. Ability to respond to common inquiries or complaints. English, second language is not required.
- **Mathematical Skills** – Ability to work with and apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Reasoning Ability** – Ability to define problems, collect data, establish facts, and draw valid conclusions.

- Other Skills and Abilities – Basic typing, 10-key skills. Word processing/Spreadsheet experience. Microsoft Word & Excel.

Education

Bachelor's degree in food science, nutrition, biology, or closely related field.

Experience

Related experience preferred. (Company will train.)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is based in a fast-paced corporate office with moderate noise level.