**JOB DESCRIPTION**

**Job Title :** QA Executive

**Industry:** Food Industry

**Department:** QA-QC Lab

**Total No. Experience:**  3 Years

**Qualification:** Msc in food technology

**Professional Qualification:** Bachelor’s Degree

**Job Location:** Kandivali (HO)

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| **Work Description/ Responsibilities** |
| * Chemical and microbial analysis of RM, FG, PM, WIP, RO water, ETP water
* Air monitoring and swab testing analysis of all processing areas and for FG,WIP, PM, RM
* Calibration of Equipment seg. Ph meter, Thermometer, Brix meter
* GMP & GHP rounds for factory
* Record filling for FSSC 22000 and FSSAI
* Updation SOP for processes.
* Supplier complaint Management
* Customer complaint management
* customer complaints management
* Training Management
* Coordination with external laboratory and calibration agency for yearly testing.
* Co-ordination with vendors for Vendor audit and help them to close the NC / Observation.
* Coordination with Area manager for closing FSO audit closure draft.
* Coordination with Area managers or store for helping the to update their FSSAI license.
* Assist FSTL for submission of annual and semi-annual return form for factory
* Assist FSTL for submission of FSSAI and FSSC 22 k audit
* Coordination with other team members for new product development trials.
* Coordination with management team members for new project trials.
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