



## Job Description Quality Assurance Analyst

**Job Summary:** As a Quality Assurance Analyst at AMI Group, you will play a critical role in ensuring the quality and safety of our consumable products throughout the manufacturing and production processes. You will be responsible for developing and implementing quality control procedures, conducting inspections and audits, and analyzing data to identify areas for improvement as well as supporting operations with training. The QA Analyst initiates problem solving efforts and assures implementation with focus on prevention versus detection of defects and coordinates actions to prevent the occurrences of nonconformities. Reporting to the VP Food Sourcing and Supplier Management, all activities will be in coordination with our Senior Manager, Quality Assurance and Food Safety. Your attention to detail and expertise in quality assurance will contribute to maintaining the highest standards of quality, compliance, and customer satisfaction.

### Key Responsibilities:

- **Quality control procedures:** Develop, implement, and maintain comprehensive quality control procedures and protocols to ensure adherence to quality standards and regulatory requirements. This includes establishing and maintaining Standard Operating Procedures (SOPs), quality inspection plans, and quality control checklists.
- **Inspection and auditing:** Conduct or participate in regular inspections and audits of production processes, facilities, and finished products to assess compliance with quality standards and Good Manufacturing Practices (GMPs). Establish testing protocols, including sampling plans and specifications, and collaborate with internal teams to conduct regular product testing. Identify deviations, non-conformances, and areas for improvement.
- **Data analysis and reporting:** Collect, analyze, and interpret quality and inspection data. Generate reports and provide insights to stakeholders on quality performance, trends, and areas for improvement. Identify cross-functional teams to implement corrective actions and preventive measures based on data analysis.
- **Supplier management:** Support evaluation and assessment of manufacturers, suppliers and vendors to ensure the quality and safety of raw materials, ingredients, and packaging. Collaborate with internal stakeholders to establish and maintain a robust supplier approval and monitoring program. Acts as a quality liaison during incidents or crises involving the integrity of our products or services.
- **Non-conformance management:** Investigate and resolve non-conformances related to product quality, safety, and regulatory compliance. Implement corrective and preventive actions to address root causes and prevent recurrence. Maintain accurate documentation of non-conformances and corrective actions taken as well as revision of any necessary policies to prevent future occurrences.
- **Continuous improvement:** Drive continuous improvement initiatives to enhance quality control processes, optimize production efficiency, and reduce waste. Analyze data, identify trends, and recommend process improvements to enhance product quality and consistency.
- **Training and education:** Provide training on quality control procedures to employees at all levels as needed. Specific support of Co-Packing and Culinary teams for project preparation, start-ups and oversight. Promote a culture of quality awareness and accountability within the organization. Stay informed about industry best practices and emerging quality trends.



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- **Labeling:** Perform packaging review of AMI produced products and those of suppliers that we import into the US or Europe to assure compliance with requirements of governmental agencies such as FDA, EU law and HM Government.
- **Documentation and recordkeeping:** Maintain accurate and up-to-date documentation of quality control activities, including inspection reports, audit findings, non-conformances, and corrective actions. Ensure compliance with recordkeeping requirements.
- **Customer satisfaction:** Collaborate with customer support and sales teams to address any quality-related concerns or inquiries from customers. Proactively seek feedback and implement measures to enhance customer satisfaction through improved product quality.

### Qualifications and Skills:

- Bachelor's degree in Quality Assurance, Food Science, or a related field.
- Proven experience working in quality assurance or quality control roles within the food industry.
- Strong knowledge of quality control procedures, GMPs, and food safety regulations.
- Familiarity with food manufacturing processes, quality testing methods, and statistical process control.
- Ability to develop training tools such as step-by-step diagrams for manufacturing and co-packing.
- Strong organizational skills to manage multiple projects and priorities.
- Strong analytical and critical thinking skills to identify and address quality-related issues
- Proficiency in data analysis and reporting tools.
- Effective communication and interpersonal skills to collaborate with cross-functional teams and suppliers.
- Experience developing and implementing quality assurance processes and procedures.

Note: This job description provides a general overview and may be subject to modifications based on the specific requirements and priorities of AMI Group.

### BENEFITS:

- Competitive salary and benefits package
- Opportunities for growth and advancement within the company
- A dynamic and fast-paced work environment
- Collaborative and supportive team culture

### OFFICE:

- 8:30-5:30; Monday – Friday. Must be flexible during special projects. Expectations will be communicated in advance.
- Business travel is required and anticipated to be about 15%-30%.

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