

Quality Assurance & Regulatory Compliance Manager

Reports to: Vice President

Primary Purpose:

Oversees the Total Quality Management System, regulatory compliance, and certification programs for all Van Beek Companies. Manages the team authorized to carry out these programs.

Duties and Responsibilities:

1. Quality Assurance (45%)

Acts as the Quality Assurance Manager in the development, implementation and operation of the companies' Total Quality Management System. Manages all quality related activities including quality control inspections and audits. Leads internal auditor team in scheduling and implementing audits, determining areas for improvement, making assignments and completing non-conformances in a timely manner. Conducts or coordinates periodic outsourced supplier quality audits or approves of quality assurances offered. Oversees certification and renewals for Safe Feed / Safe Food, NASC, OMRI and any other certifications. Establishes and maintains procedures, work instructions and other forms and records as needed to meet the quality system requirements. Supports supplier quality management process including maintenance of approved supplier list, qualification of new suppliers and supplier material changes. Participates in the facility internal and supplier audit program to ensure timely and effective execution and follow up of audits.

2. Regulatory Compliance (45%)

Oversees regulatory compliance requirements of all Van Beek Companies. This includes industry regulations with the USDA, FDA, and EPA and also safety regulations with OSHA and MSHA. Works with location safety representatives from all the companies to implement safety changes and do ongoing compliance to meet state and federal guidelines. Confirms that all required safety training is taking place and proper documents are kept and shared as required by law. Responsible for registering products in states where they are sold and complete tonnage and sales reports as required by states. Provides direction and interpretation of regulatory intelligence and benchmarking information.

3. Training / Special Projects (10%)

Ensures all mandatory training requirements are set and controlled and training is executed as required. Actively promote a quality and regulatory compliance culture throughout the organization. Completes special projects as requested by management.

Job Requirements & Skills

Education - Bachelor's Degree in Life Sciences, Chemistry, Biology or equivalent with experience in the animal health field preferred.

Work Experience - Minimum 5 years of industry regulatory affairs and/or quality assurance experience preferred.

- Skills**
- Personal computer knowledge in Word, Excel, and PowerPoint.
 - Oral and written communication
 - Proven data collection, management and analysis.
 - Understanding of Total Quality Management
 - Understanding of USDA, FDA and OSHA regulations
 - Math and analytics
 - Interpersonal and organizational skills
 - Ability to train, teach, and motivate

Travel - Some (sister company visits, training, trade shows, customer visits, QMS certifications, supplier audits)