

Job Summary

Order Number:

NY1303459

Date Job Order Received:

05/10/2019

Number of Openings:

1

Company Name:

Mayer Bros

Job Title:

Document Control Specialist

Minimum Experience Required:

2 years

Job Description:

Barker. Document Control Specialist. FT. M-F. Benefits. Job Responsibilities: * Coordinate and maintain Food Safety and Quality System related documents within the prescribed and approved document control process and procedures. Maintain document control files, logs, records, shared drive entries, and hard copy manuals to assure all documents are current, properly identified, and maintained. * Ability to prioritize multiple tasks and multitask based on company needs and deadlines * Regularly performs data entry, formatting as required by Quality management. * Ability to be proactive about taxonomy of documentation, with a focus on ease of recall, adherence to document chain of custody, orderly preservation, and scheduled destruction. * Manages document storage and records retention programs, and is intimately familiar with record retention guidelines, with the ability to monitor on a regular basis to ensure proper disposition of physical and digital records. Communicate with all site and corporate management concerning management systems related issues * Maintain and file all Food Safety/HACCP related CCP records; assist with record review. Sign/authorize, as delegated by Quality Management. Maintain and control HACCP deviation files, root cause analysis, and work with Quality Management to assure corrective actions are implemented appropriately. Track CCP validations against schedule. * Actively participates in all audits * Maintain, develop, train and follows through with the PRP and GMP Internal Audit procedures. * Follow all SQF Food Safety for Manufacturing and Quality requirements. * Plan and organize comprehensive document review structure proactively * Create, follow through with, and take responsibility for multiple action plans with limited support. * Participate as Food Safety team member * Identify and report documentation missing from the current register which is or may be required by policy at various level * Gap new Corporate and regulatory requirements against existing Requirements * Bachelor's Degree in Scientific Writing, Technical Writing, Food Science, or equivalent work experience * Excellent written communication skills. * Advanced level of proficiency in Microsoft Office, including PowerPoint and Outlook with strong emphasis on Excel and Word. Previous programming experience with Visio, Illustrator and Adobe PDF * Requires strong English language skills, emphasizing excellent written communication to create documents that are precise and conform to federal, state, and local laws as well as corporate requirements * Requires basic math skills including the ability to add, subtract, multiply, divide, and count * Ability to define problems, collect data, establish facts, and draw valid conclusions * Ability to effectively present information to top management * Self-motivated, have strong attention to detail, and strong time management skills. *

Ability to deliver results in a compressed time frame in a dynamic workplace. * Detail-oriented and strong organization while writing and multi-tasking various work documents. * Experience writing SOPs preferred * Experience with FDA compliance, cGMP, HACCP guidelines preferred Hours * Monday through Friday with occasional weekends * 7:30am to 4pm OR 8am to 4:30pm Benefits We offer a competitive package including: * Health and Dental - after 60 days * HSA with Employer Contribution - when enrolled in employer sponsored medical plan * Supplemental Short and Long Term disability fully paid by employer - eligibility after 6 months * 401 - after 1 year of service * Profit Sharing - after 1 year of service * 1 week Vacation - after 6 months of service * Personal Day - following 60 days of employment To apply, please email your resume to: E-mail: Kerrie.Heffernan@niagaracounty.com Fax: 716-278-8587 Attn: Kerrie

Job Location:

Barker, New York

Pay:

\$18.00 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Holidays, Retirement/Pension

Hours per Week:

40

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Shift:

First (Day)

Public Transportation:

Information not provided.

Minimum Education Required:

Bachelor's Degree

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

BUFFALO - 0710
284-290 MAIN STREET
BUFFALO, NY 14202-4081