



Quality Manager

Oliver Inc. is seeking a Quality Manager for its manufacturing department. The Quality Manager has overall responsibility for food safety and quality program management within their assigned manufacturing facility.

This is a full-time, salaried position.

Reporting Relationship(s):

The Quality Manager reports to the General Manager.

Supervisor Responsibilities:

Manages the Quality Assistant

Location:

Richmond, Virginia

FLSA Class: Exempt

Responsibilities:

- ✓ Responsible for quality metric improvement and overall quality KPI results as outlined: Reduction of defective materials, scraps, and failed inspections of finished goods and products
- ✓ Creates, promotes, and maintains sustainable food safety and quality processes, procedures, and programs
- ✓ Responsible for regulatory compliance of food safety and quality standards, including the completion of an annual audit by third-party
- ✓ Completes food safety and quality audits including (but not limited to) the following: GFSI-SQF Monthly Internal Audits, and Customer Audits
- ✓ Develops timely and actionable countermeasures to audit findings and ensures completion of these tasks
- ✓ Completes monthly, quarterly, semi-annual, and annual inspections as required by the SQF system
- ✓ Collaborates with the team in the development and implementation of food safety fundamentals and the food safety plan
- ✓ Collaborates with the HACCP team; ensures HACCP program meets regulatory and audit requirements for risk identification and mitigation; responsible for HACCP compliance within the manufacturing site
- ✓ Performs quality/food quality SQF training with employees, including department-specific roles and new hires
- ✓ Leads continuous improvement team
- ✓ Assures compliance with all SQF procedures and GMP requirements
- ✓ Assures all products are manufactured in a safe, quality manner
- ✓ Assures compliance with all customer specifications
- ✓ Promotes and enforces compliance with all employees
- ✓ Performs root cause analysis and issues corrective actions
- ✓ Handles roll damage and supplier claims as it relates to defective materials
- ✓ Identifies and assesses potential food safety hazards and quality defects at all links in the food supply chain including biological hazards, chemical hazards (including allergens), and physical hazards
- ✓ Should be experienced and knowledgeable in the manufacturing process of food packaging materials in an SQF-certified environment

- ✓ Should be experienced and knowledgeable in the manufacturing process of packaging materials in an SFI-, FSC-, and PEFC-certified environment
- ✓ Collaborates with the upper management team to set quality benchmarks
- ✓ Records findings and relays this information to the production team
- ✓ Brainstorms ideas to increase productivity and performance of the production line while maintaining accuracy in quality
- ✓ All other duties as assigned

Qualifications:

- ✓ Bachelor's degree or equivalent
- ✓ Certified SQF practitioner with HACCP or willing to pass required training upon hire
- ✓ At least three (3) years' experience in the manufacturing process of food-safe packaging
- ✓ Proficient in Microsoft Office, mainly Excel, Word, and Outlook
- ✓ Organized and detail-oriented, adaptable to change
- ✓ Strong leadership and management skills
- ✓ Excellent analytical and problem-solving abilities
- ✓ Strong writing and communication skills
- ✓ Effectively communicate with vendors and employees in English and Spanish

Physical Demands:

While performing the duties of the job, the employee is regularly required to stand for an extended amount of time, walk and reach with hands and arms. The employee must be able to lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually moderate to high. Work pressures, disturbances of workflow, and/or irregularities in work schedules are expected.