Downloaded from <https://www.velvetjobs.com/job-descriptions/haccp-coordinator>

# Example of HACCP Coordinator Job Description

Our growing company is looking to fill the role of HACCP coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HACCP coordinator

* Implementing and ensuring compliance with global HACCP standard, FSSC 22000, internal and external requirements
* Contributing to achieving a high level of quality and food safety awareness throughout the production organization, by conducting required training and coaching in relevant areas to the HACCP team and employees
* Ensure conformity to valid Bulgarian and European legislation in the field of GMP, Sanitation, Pest control and HACCP in Svoge plant
* Manage the HACCP team
* Prepare procedures for GMP, sanitation, pest control, allergens, extraneous matters and HACCP within QCMS, ISO 9001, ISO 22000
* Participates in the daily direction-setting processes on the production floor and with the site management
* Contributes to the work of the site quality team
* Challenges the status quo to increase efficiency
* Writes and maintains prerequisite programs for the facility according to the accepted company format
* Produces the required checklists to implement the prerequisite programs

## Qualifications for HACCP coordinator

* Must have strong computer skills in Microsoft Office (Word, Excel, Powerpoint, Outlook)
* Must have excellent interpersonal relation skills
* Ability to research information and analyze data
* Highly motivated, self starter, honest, reliable, efficient, able to prioritize projects, accept responsibility and follow through without close supervision
* Able and willing to work the hours necessary to meet weekly deadlines
* Must be self motivated to perform simultaneous tasks without close, continuous supervision an eager to learn