Example of HACCP Coordinator Job Description

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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

- 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