



## Example of Supplier Quality Assurance Job Description

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Our company is growing rapidly and is looking for a supplier quality assurance. To join our growing team, please review the list of responsibilities and qualifications.

### Responsibilities for supplier quality assurance

- Assure USBP supplier compliance to applicable Dawn requirements, standards, programs, and documentation
- Partner with USBP Dawn functions (e.g., NPD, Procurement, Regulatory, ) and suppliers to assure ingredients and materials are fit for purpose upon receipt at plants
- Assure Co-manufacturers are capable of producing food safe and quality products
- Provide guidance to USBP organization regarding food safety/quality programs, systems, and compliance to the requirements of applicable Regulatory agencies (e.g., FDA, USDA)
- Establish and monitor USBP ingredient, and material supplier quality metrics on an ongoing basis to provide proactive leadership in identifying and correcting quality issues
- Provide leadership in developing and executing improvement plans relative to USBP
- Use data to make decisions
- Provide support to USBP plants in their investigations regarding customer complaints, production-related quality/food safety concerns, or crisis management
- Provides other QA support as required to Dawn USBP manufacturing and co-manufacturing facilities
- Work continually with critical suppliers to improve performance, for example, by implementing process control methodologies through robust and

## Qualifications for supplier quality assurance

- You have demonstrated strong communication skills, are results oriented and a team player
- You are proficient with Microsoft Office Suite
- Lead auditor qualified
- College or university degree in a relevant science or engineering discipline (fresh graduates are also welcomed)
- Advanced level in both spoken and written English
- Knowledge of Business Acumen