

Job Description

Position Title: Assistant Manager-Trainee/ Senior Executive - Quality

Location: Hoshiarpur

Job Summary: The AM-Trainee/ Senior Executive- Quality will be responsible for ensuring the highest standards of quality control and production efficiency at our Hoshiarpur food processing plant. This role involves overseeing quality assurance processes, managing production operations, and collaborating closely with cross-functional teams to optimize productivity while maintaining stringent quality standards.

Key Responsibilities:

1. Quality Assurance:

- Develop and implement quality assurance policies and procedures to ensure compliance with regulatory requirements and internal standards.
- Conduct regular quality audits and inspections of raw materials, in-process production, and finished products to identify deviations and ensure adherence to specifications.
- Investigate and resolve quality issues in collaboration with production, engineering, and procurement teams.
- Implement corrective and preventive actions (CAPAs) to address quality deficiencies and improve overall product quality.
- Plan, coordinate, and monitor daily production activities to meet production targets and timelines.
- Optimize production processes to maximize efficiency, minimize downtime, and reduce waste.
- Ensure adherence to production schedules, quality standards, and safety protocols.
- Monitor key performance indicators (KPIs) such as yield, throughput, and efficiency, and take corrective actions as needed.

2. Cross-functional Collaboration:

- Work closely with the Plant Head, Production team, Engineering team, and Quality Assurance team to streamline operations and resolve issues promptly.
- Collaborate with the Sales & Marketing team to align production output with market demand and customer requirements.
- Provide technical support and guidance to junior staff members and production operators.

3. Documentation and Reporting:

- Maintain accurate records of production activities, quality inspections, and compliance documentation.
- Prepare regular reports on production performance, quality metrics, and compliance status for management review.

- Ensure documentation meets regulatory requirements and internal audit standards.

Qualifications and Experience:

- Bachelor's degree in Food Technology, Food Science or related field.
- Minimum of 3 years of experience in a food processing environment,
- Proven experience in quality assurance, production management, and continuous improvement initiatives.
- Strong knowledge of food safety standards (HACCP, GMP) and regulatory requirements.
- Excellent analytical, problem-solving, and decision-making skills.
- Effective communication skills and ability to collaborate across departments.

Additional Requirements:

- Willingness to work flexible hours and occasional weekends to support production schedules and quality initiatives.
- Ability to thrive in a fast-paced and dynamic environment, managing multiple priorities effectively.

Salary and Benefits:

- Competitive salary commensurate with experience.
- Comprehensive benefits package including medical insurance.