

JOB DESCRIPTION

TITLE: Quality Operations QA Auditor

REPORTING TO: Quality Operations Supervisor

LOCATION: Lachine

The Quality Operations QA Auditor, under the direction of the Quality Operations Supervisor, is responsible for monitoring and ensuring that the quality of Montebello's products meets or exceeds our quality standards through the measurement of in-process product and auditing of finished product. The role will also be responsible for ensuring compliance with the *Standard Operation Procedures and Good Manufacturing Practices*.

PRINCIPAL RESPONSIBILITIES MAY INCLUDE:

- Review and approve line clearance prior to line setup
- Review sample and requirements for First Off approval and sign as QA representative
- Review of in-process data collected during production shift
- Initiate non-conformance reports and carry out escalation of information and isolation of affected product
- Sample lots for AQL based statistical release and retained samples requirements
- Perform supplemental testing on manufactured product
- Initiate Raw Materials Discrepancy Reports
- Setup and maintain line vision system performance
- Support the internal deviation requests process
- Support and contribute to Montebello Packaging continuous improvement initiatives
- Perform line clearance review and approval after operators and production supervisors have completed their clearance tasks, prior to line setup.
- Review first Off Approval sample and ensure that all line parameters have been set according to manufacturing requirements, that raw materials match the shop order, that packout and skid layout are respected, and that data from pre-production samples is in line with the product's specifications. Sign as QA representative upon confirmation.
- Review In process testing documentation: documents are properly filled and data logged on forms is in line with product specifications.
- When required, issue Non Conformance Reports, Raw Material Discrepancy Reports, Defective parts Slips, and communicate with the Q.Ops Supervisor and manufacturing supervisor to provide information on the current issue, and the immediate action taken.
- At any time, clearly communicate issues, concerns or events to line operators, shift supervisor, Q.Ops Supervisor , as well as Plant Lead QA, for immediate action by the right collaborator.

- Sample throughout the order, for retain and final samples verification, based on the required sampling requirements.
- Perform and document supplemental In Process testing, through the QA audit. Therefore requires the ability or the capacity to learn to use various hand tools and measuring tools.
- Set up and maintain performance for all line vision systems
- Support plant Quality and Manufacturing investigations.
- Support CAPA actions.
- Support plant in continuous improvement.
- Any other task assigned by Quality Operations Management.
- Other duties as required

SKILLS AND COMPETENCIES:

- Must have good Communication Skills
- Detailed oriented
- Able to work in a fast pace environment
- Must be able to read, write and understand French and English
- Must be able to communicate with management

QUALIFICATIONS (education & experience)

- Minimum requirement: High School diploma with 2 years of experience in Manufacturing or Quality operations
- Computerized systems knowledge
- Experience with Pharmaceutical, Food / Beverage, Health Care, Cosmetic, Aerosol industries is an asset

WORK CONDITIONS

- Manual dexterity required to use desktop computer and peripherals
- Overtime as required
- Lifting or moving up to 10lbs may be required