Quality Assurance Assistant Job Posting
REFERENCE #: 1902-QA

Calkins & Burke Ltd. is a leader in providing food products to major retail and food service distributors throughout the world. We pride ourselves on our strong work ethic and our positive work environment. Calkins & Burke Ltd. is looking to fill a full-time QA Assistant position. This position is suitable for a recent graduate.

Duties Include:
-   Reviewing and categorizing import notification emails; and preparing Import Notification Forms
-   Entering seafood can codes into database, checking inspection frequency and printing applicable paperwork
-   Preparing samples for inspection/evaluation
-   Preparing QA samples for courier
-   Updating and maintaining label binders and training on label approval
-   Miscellaneous duties relating to specification review, nutritional updates and compliance verification
-   Other duties as required

Qualifications:
-   Have Food Technology Diploma or equivalent
-   Minimally 1 year related work experience would be beneficial
-   Strong "can-do" attitude
-   Strong attention to detail
-   Great organization and multitasking skills
-   Fluent in English (both verbal and written)
-   Proficient in MS Office, Word, Excel
-   Ability to follow instructions and work well independently with minimal supervision as well as within a team environment
-   Takes initiative to ask questions when necessary
-   Team player, works with a sense of urgency with superior accuracy
-   Able to work well under pressure and able to adapt to changing priorities

Salary: Negotiable

If you feel you would be a great candidate for this position, please send your resume and cover letter to jobs.candb@gmail.com quoting REF #: 1902-QA in the subject line. In your cover letter, please answer the following questions: Why did you choose the Food Technology Program? What was the most valuable lesson learned?

Submission deadline: 11:00am, Tuesday, March 12, 2019.

Potential applicants will be contacted via e-mail to set up interviews. For all others, we thank you in advance for applying.