Quality Assurance Assistant Job Posting
REFERENCE #: 1905-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 #: 1905-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: 4:00pm, Friday, May 10, 2019.

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