Quality Assurance Associate

Job description:

Are you looking for an opportunity to leverage your talents in a growing organization? We have excellent opportunities within Anchor Ingredients for people that have an entrepreneurial spirit, focus on problem solving, work independently and bring strong analytical skills. Anchor Ingredients Co. offers a competitive compensation and benefits package.

Purpose of the Position:

This position is responsible for the corporate quality documentation and supplier verification for Anchor Ingredients Co., LLC.

Responsibilities:

- Assist in the development and implementation for business documentation around quality specifications, certifications, standard operating procedures and quality policies
- Maintain compliance with industry required quality standards
- Perform quality project management as it relates to corrective action, process improvement and audits
- Manage document control practices to ensure compliance with industry standards
- Effectively communicate compliance and conformance requirements\status to diverse audiences
- Establish and implement a quality audit framework
- Provide evaluation framework for procedures to ensure operational effectiveness
- Up to 5% travel

Desired Skills and Experience

- Bachelor’s degree in related field
- Meticulous attention to detail and accuracy in work product
- Demonstrated problem solving experience
- Proficient in Microsoft Office products including Outlook, Excel and Word
- Ability to see the big picture while focusing on the process and procedures necessary to produce deliverables
- Ability to meet and establish deadlines
- Flexibility and the ability to thrive in a fast-paced environment
- Excellent interpersonal skills and a team player

About this Company

Anchor Ingredients Co. (AIC), headquartered in Fargo, ND, sources and supplies a wide range of specialty ingredients catered specifically to the human and pet food markets. With the ability to source ingredients worldwide, AIC is uniquely positioned to meet all of the ingredient needs of their customers. At Anchor Ingredients, we have assembled a world-class team of professionals with years of industry experience and a commitment to our core foundation of integrity, reliability and quality.