

KIK CUSTOM PRODUCTS KIK TORONTO QUALITY COORDINATOR

KIK Toronto, located in Concord, ON procures, blends, fills and packages a wide variety of liquid household cleaning products.

Description of Role:

The **Quality Coordinator** will assist the QA Manager in installing and implementing company standards to ensure conformity with quality specifications for finished products and raw materials, monitoring and recommending corrective actions. The Coordinator will be involved in the inspection and sampling quality control plans or processes control procedures that ensure production of finished product to standard. The position requires a mechanical aptitude plus ability to do wet chemistry - titrations, pH adjustment, and acid/base dilution requires attention to detail and the ability to work under pressure in a fast-paced environment with tight deadlines. The QA Coordinator reports to the QA Manager.

Primary Responsibilities Will Include:

- ◆ Set up and conduct chemical experiments, tests and analyses. Compile records and interpret experimental or analytical results.
- ◆ Review of Production line parameters and performance for adherence to company standard operating procedures, quality guidelines and facility procedures.
- ◆ Testing samples for physical and chemical properties for adherence to quality specifications. Include raw materials and finished product.
- ◆ Responsible for documentation of testing, holding product, internal investigations and root cause analysis.
- ◆ Coordinate and Manage outside analytical testing process.
- ◆ Audit line checks within the plant, confirming weights, label verification, lot traceability, housekeeping, etc.
- ◆ Conduct pre-operational changeover inspections as required.
- ◆ Document information/data as per SOPs and cGMPs following Good Documentation Practices.
- ◆ Develop quality system work instructions and implements the programs along with the QA Manager.
- ◆ Responsible for reporting quality issues to the QA Manager/General Manager as a member of the Quality Committee.
- ◆ Strong computer skills. Knowledge of Microsoft Office Suite applications including Access.
- ◆ Maintenance of Quality Retain Program.
- ◆ Maintenance of instrument calibration program.
- ◆ Managing and Ordering Lab equipment and supplies.
- ◆ Any other duties as assigned by Supervisor/Manager.
- ◆ Effectively communicate any issues with production personnel and management.

Ideal Candidate Requirements:

- ◆ cGMP training, knowledge and experience
- ◆ Degree in Chemistry with excellent mathematics and problem solving skills

- ◆ Mechanical aptitude plus ability to do wet chemistry - titrations, pH adjustment, and acid/base dilution
- ◆ Technical background and/or experience in Quality Assurance an asset
- ◆ Familiar with instrumentation such as Refractometer, viscometer, pH meter, digital titrators, and an analytical balance
- ◆ Expert in Microsoft Office specifically Excel and Word