

KIK CUSTOM PRODUCTS
KIK REXDALE
QA AUDITOR - MIDNIGHT SHIFT

KIK Rexdale, located in Etobicoke, ON in the Greater Toronto Area, procures, blends, fills and packages a wide variety of personal care liquid products.

Description of Role:

The **QA AUDITOR** is responsible for auditing the on-line Quality Assurance process at least twice per shift under normal production conditions, ensures that all specified on-line quality checks are being performed properly on a timely basis, and verifies that all documentation received from production is up to date and compliant. The normal work schedule for this position is the Midnight shift but will initially train during day shift. The QA Auditor reports to the QC/QA Manager.

Primary Responsibilities Will Include:

- ◆ Conduct meetings with Team Leaders before new product start-ups to ensure proper understanding of expectations. Be on the production line during new product start-ups to deal with issues, interface with the Customer, and ensure production meets specifications. Perform or arrange for any special testing and/or paperwork which may be required during initial production runs.
- ◆ Perform Quality Assurance training for Team Leaders, Line Mechanics, Machine Operators, and Stackers. Ensure that each Team Member has a good understanding of their Quality Responsibility.
- ◆ Check and dispatch Customer/Micro/Retain samples.
- ◆ Inspect any finished goods placed "On Hold" by production or an auditor. Assign rework with appropriate documentation and stickers. Issue "Plant Process Corrective Action" form if appropriate and follow up on these actions.
- ◆ Inspect any Customer Returned Goods. Assign rework or disposition accompanied by proper documentation and stickers. Follow up with Customer if required. Issue "Plant Process Corrective Action" form if appropriate and follow up on these actions.
- ◆ Complete and forward Customer paperwork as required
- ◆ Request Packaging Batch Sets for production as required. Review these batch sets and add memos for any changes to the specifications as necessary
- ◆ Maintain an orderly filing system for Line Sheets/Batch Sets/etc.
- ◆ Generate reports as required using the appropriate computer programs. These include special reports for particular customers, as well as Daily Fill Reports and the Monthly Rework report.
- ◆ Interface with the customer as required. Ensure that all customer's special requests are completed.
- ◆ Collect and review all Quality Data from the production lines on a daily basis. Enter data into Northwest Analyst for further evaluation.
- ◆ Any other related duties as assigned by QA/QC Manager.

Ideal Candidate Requirements

- ◆ Bachelor's degree from a University or College
- ◆ Must be detail oriented, professional, and articulate with ability to be both friendly and courteous but stern while ensuring alignment and compliance with quality requirements
- ◆ Must possess personal dedication, energy and values and able to work well with production line personnel
- ◆ Must be able to work overtime
- ◆ Must be able to read, write and speak English.