

HERON BOTANICALS

JOB TITLE: Quality Affairs Manager

PRIMARY PURPOSE

Oversight of staff and tasks associated with quality control of data, records, procedures, and processes at Heron Botanicals, in order to ensure quality of all finished products.

IMMEDIATE SUPERVISOR: General Manager

SCHEDULE

Flexible within typical office hours, depending on availability, employment status, and labor needs. Weekends and holidays off.

EMPLOYMENT STATUS: Part- or full-time; permanent. May be FLSA non-exempt, hourly, or salary, as negotiated at hire.

PERFORMANCE REVIEW SCHEDULE:

3 mos., 6 mos., and annually thereafter. Wage review annually.

COMPENSATION PACKAGE

- Pay Range: \$16-19/hr, or salary equivalent, DOE.
- Healthcare: Medical and dental insurance per company policy.
- Paid Leave: vacation and sick leave per company policy.
- Paid Holidays: New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving, Christmas, New Year's Eve, and birthday.
- Employee Discounts: HB Emp./F&F, bulk-herb supplier, buying club discounts.

JOB REQUIREMENTS

Education:

- Bachelors degree or higher in an applicable field.
- Prior knowledge of dietary supplement industry and GMP procedures, herbal products and processes, laboratory processes, and/or botanical identification using analytical methods.

Skills:

- Rigorous attention to detail.
- Strong organizational and communications skills.
- Strongly self-motivated; able to independently complete a wide variety of tasks including research and procedural development.
- Basic knowledge of botanical products, including Latin binomial of common Eastern and Western herbs.
- Ability to navigate in both Windows and Mac operating systems.
- Prior customer service, sales and/or book keeping experience helpful.

Physical Requirements:

- Requires regular use of a computer and occasional light lifting.

GENERAL JOB DESCRIPTION

The QA Manager is responsible for monitoring relevant state and federal regulations related to dietary supplement production, and ensuring that Heron Botanicals production, distribution, and marketing remains in compliance with all applicable regulations.

The QA Manager maintains the quality system used throughout all Heron Botanicals production and distribution operations, and acts as primary QA/QC officer within Heron Botanicals for all processes and procedures involving producing, packaging, and labeling components, raw materials, or dietary supplements.

The QA Manager must develop an intricate working knowledge of all Heron Botanicals procedures in order to maintain cGMP standards/regulatory compliance, and is responsible for oversight and maintenance of the required record-keeping systems.

Tasks include developing and maintaining Standard Operating Procedures and company policies related to product quality; maintenance of controlled document systems; review of all production records, quality-related complaints; testing and release of components used in production of dietary supplements.

DUTIES

ONGOING:

- Coordinate and review all laboratory sample submissions and results
- Review and approve or reject each completed batch of finished product.
- Perform analytical testing (macroscopic, microscopic, organoleptic analysis) of raw herbal materials and finished extracts.
- Develop raw material and finished product specifications as needed.
- Investigate and resolve any deviations from established product specifications and procedures; issue material review and disposition decisions when deviations occur.
- Generate and review production-related documents (master manufacturing records, botanical test records, deviation and material review reports, etc.)
- File quarterly alcohol tax drawback claims; maintain and update formula approval required for drawback.
- Liaise with FDA, state department of agriculture, and other regulatory agencies as needed, including management of all inspections, follow-up interactions, and interaction with outside technical consultants as required.

TO APPLY:

Please send cover letter and resume to office@heronbotanicals.com.