KANBAN
L O G I S T I C S

Quality Assurance/Internal Coordinator

Job Function:

Functions include the facilitation of Quality Assurance, Food Safety, ISO and AS9100 policies, training, monitoring and communications.

Essential Job Functions:

- Handle all Quality Assurance duties (communications, monitoring, training, updates).
- Monitor and tracks audits.
- Communication on Recall and Mock Recalls.
- Coordination of Quality Assurance projects.
- Develop presentations for training and customer meetings.
- Responsible for Quality Assurance, Food Safety, ISO and AS9100 and compliance related areas.
- Maintenance of Customer, Regulatory, and Third-Party Audits
- Perform audits in all facilities as pertains to policies and procedures.

Job Qualifications:

- Quality Assurance degree and or 2-5 years' relative experience.
- GFSI Certification a plus
- Understanding of Food Safety
- Understanding of ISO and AS9100
- Strong inter-personal skills
- Excellent planning and organization skills
- Excellent communications skills (verbal and written)
- Skilled level of knowledge for all Microsoft programs.
- Ability to multi task

To apply, you may fax your resume to (252)823-3256 Attn: Human Resources, or email
humanresources@kanbanlogistics.com

Thank you for your interest in Kanban Logistics.