

JOB DESCRIPTION: QUALITY ASSURANCE OFFICER

Company: Sensory FX
Location: Pretoria
Contract Type: Full time, permanent
Industry: Chemical Manufacturing

About us:

Sensory FX is a trailblazing developer and manufacturer of flavours and fragrances for a broad range of products – from food and beverages to household and personal care. As an industry pioneer in sub-Saharan Africa, we're known far and wide for our excellent service and high-quality products. Over the years, we're proud to have helped create and define some of the continent's best-loved brands. This is due to the fact that we don't just understand the science of fragrance and flavour, but the psychology behind it too – which allows us to craft uniquely appealing tastes and scents.

Purpose of position:

to ensure the organisation's Integrated Management System (IMS) and SEDEX requirements are effectively implemented, maintained, compliant, and continuously improved across quality, environmental, health and safety, and ethical standards.

Roles and responsibilities:

- Conduct IMS and SEDEX audits.
- Conduct IMS and SEDEX Risk Assessments (HIRA, Impact/Aspect, Quality risk and opportunities).
- Maintain and ensure compliance with all quality standards for certification including ISO 9001, ISO 14001, ISO 45001 and SEDEX systems.
- Conduct supplier control and advise on approval of new suppliers including supplier ratings.
- Conduct service provider control and advise on approval of new service providers including service ratings.
- Ensure ISO 9001, ISO 14001, ISO 45001 and SEDEX systems training for all staff.
- Implement the required standards and legislative regulations in terms of disposal of raw materials, chemicals and waste.
- Ensure ISO 9001, ISO 14001, ISO 45001 and SEDEX systems matters are verified, trained, communicated, and upheld by all staff and functional environments.
- Ensure document control across the business.
- Compile and maintain QA documents and reports.
- Improve IMS Culture (OHS, Quality and Environmental).
- Drive continuous improvement of IMS and SEDEX.

**Crafting
taste & scent.**

- Manage IMS monitoring, measuring, verification and validation activities (including Monthly inspection checks, PPE inspections, spillage records).
- Document, investigate and close out ISO 9001, ISO 14001, ISO 45001 and SEDEX NCR's.
- Assist with legal compliance of the business by forming part of the legal compliance team.
- Manage the SHE Team, forklift drivers, First Aiders, Fire Fighters, Incident Investigators, Spill Controllers etc. practices in the business.
- Conduct external Audits (Supplier & Client).
- Conduct Change Management Reporting.
- Manage Maintenance activities and documentation, etc.
- Ensure IMS and SDEX SOP's, Policies and Procedures are reviewed and updated as required/Annually while coordinating relevant activities.

Requirements & Skills:

- Report writing ability.
- Attention to detail.
- Able to multi-task.
- Goal driven.
- Technical and application knowledge of ISO 45001, ISO 9001, ISO 14001 and SEDEX.
- Matric.
- At least 4 years' experience in a Quality Assurance role.
- Bachelor's degree in Science / Engineering or relevant tertiary qualification
- Qualification in Quality Management / Health & Safety Management.

If you are interested in this position and have the necessary skills and abilities, email your CV to danie@sensoryfx.co.za.