

MB Global Foods Inc - Vaudreuil-Dorion, QC

MB Global Foods, a dynamic import/export company specializing in frozen fruit and vegetables marketed worldwide, is looking for a Supplier Compliance and Documentation Coordinator who will be primarily responsible for food safety documentation. He/she will also provide support to other departments such as logistics, sales and accounting, as required. To be successful in this role, the person will need to assume the following responsibilities, and possess the qualifications below:

Responsibilities:

- The Supplier Compliance Coordinator's objective is to collect, review and provide quality documentation that meets food safety regulations. It is also to ensure that the facilities MBG Foods works with are FSVP (Foreign Supplier Verification Program) compliant, follow a GFSI (Global Food Safety Initiative) recognized scheme and comply with HACCP principles. This approach is designed to protect the integrity of MBG Foods, while meeting customer requirements for quality documentation.
- Label approval
- Approval of certificates of analysis
- Plant validation
- Obtain documents and file them in our system and send them to the customer as required.

Advantages :

- Benefits available at the end of the probationary period
- Competitive salary based on experience
- Bonus plan (based on individual/company performance)
- 2 weeks vacation
- Paid company mobile phone
- Opportunity for internal advancement within company
- Participation in social events
- Team oriented, creative, and innovative company
- Summer Hours

Requirements:

- 1 to 2 years' experience in regulatory (HACCP/GFSI), quality control or comparable role.
- Experience in basic microbiology;
- Excellent written and verbal communication skills (English, French); Spanish an asset;
- Exceptional organizational skills and ability to prioritize workload, detail-oriented;
- Ability to work independently and as part of a team
- Experience with SAP Business One is a major asset
- Proficiency in Microsoft Office (Outlook, Excel, Word are essential)

Please send your CV to hello@mbglobalfoods.com . Please note that while we welcome all applications, only those selected for further consideration will be contacted.