

Document Controller

Company Background

Store-All is one of Ireland's largest supply chain management companies. The company currently manages in excess of 850,000 sq ft of warehousing across 16 locations across 8 sites in the South-East and has its HQ near Belview Port. The company offers custom and integrated (Transport & Storage) supply chain solutions for some of the world's leading Food & Pharma multinationals. The company also provides Document & Self-Storage services. Further sites are being developed to support the business expansion.

Reason for Vacancy

The company has been recently bought out by two managers who have ambitious plans to develop the business. There is currently a requirement for a Document Controller who will work with the Quality Team reporting to Quality Manager. You will be part of the Quality team that interacts with customers, suppliers, and internally with StoreAll employees. This role is a full time role based at Marine Point in Belview, Waterford.

A Day in the Life of our Documentation Controller

- Ensuring the Store-All Quality System consistently meets current GDP, GMP, ISO 9001, BRC, HACCP & customer requirements and is updated & maintained.
- Ensure all aspects of Store-All's operations are covered by the Quality System.
- Assurance that all personnel are trained consistently on all relevant aspects of the Store-All Quality System.
- Verify that all Store-All controlled documents are updated and maintained as per in-house procedures.
- Ensure the Store-All training database is monitored and maintained.
- Expected to adhere to all Store-All SOP's, Health & Safety policies, and inform superiors of any safety issues identified/observed.
- Deliver internal training to personal when required.

Key Responsibilities

Quality

- Attend Regular Quality Meetings.
- Implementation, monitoring and maintenance of the Quality System. Store-All Job Description DCM21145 Page 2 of 2 The information in this document is the property of Store-All and is confidential. Neither the document nor the information contained therein may be reproduced or disclosed without the written consent of the company. Once printed from SharePoint this document is uncontrolled.
- Any other tasks as deemed required by the Quality department.

Training

- Maintenance & update of training database.
- Comply with training and awareness of the relevant legal requirements to protect Air Cargo.

Health & Safety

- Comply with GDP, GMP, Quality and HACCP requirements, as per Store-All SOPs and policies.
- Adhere to all company policies, procedures and business ethics codes, and ensure that they are communicated and implemented within the company.
- Be aware of Health & Safety compliance.
- Adhere to safety requirements, as outlined in our procedures and Quality & Safety Manual (Safety Statement).

Reporting

- Writing and updating of company SOPs, Forms, Controlled Lists & Quality Documentation.
- Issue of Controlled Documents.
- Maintaining Logs for Investigation Reports, Document Change Management forms, Change Control Forms & Destruction Dockets to ensure timely closure of same.
- Maintaining indices and trackers for company documents.

Compliance

- Total confidentiality must be maintained in all areas in relation to Store-All client information. No discussion with any client, supplier or third party in relation to another clients' or supplier's contents or information is allowed.
- Comply with KPI's.
- Complying with Security Awareness Policy and Security Statement, as applicable.
- Maintain controlled access to security sensitive information, as required.
- Maintain and complete regular updates to IAA documents once pre-approved by Store-All's Aviation Security Manager.
- Restrict access to warehouse and air cargo including the challenging of unauthorized persons, where required.
- Ability to identify and respond appropriately to the detection of prohibited articles.
- Ensure any aviation security concerns, insider treat or otherwise are notified to Security Manager immediately and or Supervisor.

Experience

- Detailed orientated with a strong interest in developing your career
- Aptitude for writing SOPs and Work Instructions.
- Background in Quality with Food/ Pharmaceutical Company.
- Knowledge of ISO 9001 and ISO 45001 standards.
- Familiarity with GDP, BRC & HACCP requirements.
- IAA training as per DOC378.
- Successfully complete background check as per DOC378.
- Train the Trainer' Certificate.
- Intermediate computer skills.

Benefits

- Salary & Christmas Bonus.
- Full Travel Expenses Paid.
- Training and career progressions opportunities available.
- Employee Assistance Program.