

Quality Analyst

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 business expansion.

Reason for Vacancy

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

A Day in the Life of our Quality Analyst

As Store-All Quality Analyst you are expected to work in tandem with the RP/Quality Manager to ensure that:

- The Store-All Quality System consistently meets current GDP, GMP, ISO 9001:2015, BRC, HACCP & customer requirements.
- The Store-All Quality System is updated and maintained on an on-going basis.
- All aspects of Store-All's operations are covered by the Quality System.
- All personnel are trained consistently in all relevant aspects of the Store-All Quality System.
- You will be part of the Quality team that interacts with customers, suppliers, and internally with Store-All warehouse staff.
- As Store-All Quality Analyst, you are required to set a good example to all personnel, whilst also communicating the importance of meeting customers, as well as statutory and regulatory requirements.
- You are also required to deliver internal training to personnel when required.

Key Responsibilities

Quality

- Monitoring and maintenance of Temperature Monitoring System.
- Implementation, monitoring and maintenance of Quality System.
- Liaise with RP & Quality Manager with regard to Quality Issues.
- Adhering to KPIs.
- Attending Quality meetings.
- Liaising with the Responsible Person on Quality & GDP related training.
- Dealing with customer queries & complaints
- Issue of Satisfaction Forms to customers.
- Performance of QA checks. Assistance in compilation of Annual Review for Continuous Improvement
- Performance of and involvement in Internal Audits.
- Involvement in Customer/HPRA, ISO and BRC audits.
- Approval of customers and service providers, and creation of Technical Agreements.
- Monthly review and update of schedules/controlled lists.

Training

- Maintenance & update of training database
- Training of employees on Store-All procedures.

- Delivering Practical and SOP Training to Store-All personnel.
- Delivering Refresher Training to Store-All personnel, when required

Health & Safety

- Be aware of Health & Safety compliance, and the risks which are associated with warehouse and yard activities. High visibility vest, safety shoes and company ID badge must be worn when you are on the warehouse floor. Smoking is strictly prohibited in our warehouses, offices & canteens.
- Adhere to safety requirements, as outlined in our procedures and Safety Statement
- Maintain controlled access to security sensitive information, as required.
- You are required to follow Store-All Health & Safety policies and inform superiors of any safety issues identified/observed.
- Responsibility and authority for ensuring the health and safety management system conforms to the requirements of ISO 45001 and for reporting on its performance to senior management.
- Review supplier risk assessments and method statements (RAMS) prior to work being carried out.
- Drive and implement any safety related changes that are deemed necessary.
- Review all safety related change controls.
- Evaluate internal and external safety training programmes carried out throughout the year.
- Liaise with warehouse safety representative on safety matters and coordinate safety meetings, when deemed appropriate.

Reporting

- Maintaining Logs for Investigation Reports, Safety Incidents, Change Control Forms & Destruction Dockets.
- Maintaining Indices and trackers for SOPs & Controlled Lists.
- Raising & review of Investigation Reports.
- Follow up & close out of Investigation Reports.
- Bi-annual review of logs as per CL016.
- Comply with reporting procedures in a timely manner.

Compliance

- You are required to always adhere to Store-All SOPs and policies.
- Inspection and auditing on a routine basis to verify compliance with company standards for operational and general maintenance.
- Writing and updating of company SOPs, Forms, WIs Controlled Lists & Quality Documentation.
- Issue and sign off on Change Control Forms.
- Follow up & close out of Change Control Forms.
- Comply with GDP, GMP, Quality and HACCP requirements, as per Store-All SOPs and policies.
- Ensure that ISO9001, ISO45001, BRC, HACCP, GDP standards and customer requirements are always met and up to date systems and forms are being used.
- Adhere to all company policies, procedures and business ethics codes, and ensure that they are communicated and implemented within the company.
- 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 client or supplier's contents or information is allowed. Ensure background checks and identification checks are completed in line with internal procedure and in a timely manner prior to staff getting unescorted access to air cargo or sensitive information.

Experience

- Aptitude for writing SOPs/WIs.
- Background in Quality with Food/ Pharmaceutical Company.
- Intermediate Computer Skills.
- Familiarity with ISO 9001:2015 standard.
- Familiarity with ISO 45001:2018 standard.
- Familiarity with HACCP requirements.
- Familiarly with BRC.
- Train the Trainer' Certificate.
- Auditing Skills.
- Experienced in External (customer/regulatory) Audits from previous employment.
- Training on all Store-All SOPs, where applicable.

Benefits

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