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| **Job Information** | | | |
| System Job Title | Supplier Assurance Technologist | Function | Technical |
| Working Job Title |  | Sub-Function |  |
| Job Code |  | Team | Technical |
| Location Job is Performed | Grimsby, Hybrid | Reports To | Supplier Assurance Manager |

04 June 2025

**Role Purpose:**

* Support the assessment, coordination, approval and monitoring of raw materials, packaging and contract manufactured goods.
* Support the assessment, coordination, approval and monitoring of suppliers, packaging suppliers, contract manufactures and 3PL locations.
* Ensure adherence to quality standards and legality to ensure compliance

**Essential Duties and Responsibilities:**

**Health and Safety**

* Maintain a proactive health and safety culture within the business.
* Support in any accident investigations that may occur.

**Quality & Compliance**

* Raw material, packaging and contract manufactured goods approvals and monitoring.
* The approval and monitoring of suppliers, contact manufacturers and 3PL sites.
* Knowledge of VACCP/TACCP risk assessments (including Horizon Scanning).
* Analyse and interpret microbiological results.
* Provide technical input for all developmental work to ensure all new products are safe, legal and meet quality standards.
* Support the management of upkeeping accurate specifications and relevant documentation for all raw materials, contract manufactured goods and packaging used at Hain encompassing HACCP, legality, process and quality.
* Supplier non-conformance reporting and monitoring.
* Lead supplier audits and visits.
* Maintain effective communication and relationships with suppliers and internal teams.
* Assist in relevant site certification and customer audits

**Delivery**

* Support the delivery of departmental set objectives.
* Support the delivery of department projects.
* Support the delivery of the department KPIs.

**Cost**

* Active involvement in all initiatives relating to area performance improvement.

**Continuous Improvement**

* Support product quality improvement initiatives throughout the raw material sourcing, production, and packaging processes.
* Continually improve departmental and organisational standards.
* Demonstrate an ability to solve process/technical problems.

**General**

* Support with Internal audits.
* Support group technical teams.
* Additional duties as and when required that are relevant to the department.

**Education and/or Experience:**

* Degree level qualification in Chemistry, Food Science, Microbiology or other relevant scientific discipline – Not essential.
* Experience in Supplier Quality Assurance in food manufacturing or food/drink industry.
* Experience in TACCP and VACCP assessments.
* Knowledge of HACCP and food safety.
* Knowledge with Food Safety Regulations.
* Competent user of Microsoft Office with proficient computer skills.
* Experience working with GSFI and retailer COPs
* Experience in leading supplier audits and visits

**Competencies and Proficiency Requirements:**

* Strong ability to work to deadlines and prioritise workloads.
* Excellent communication skills across all levels within the business.
* Strong attention to detail.
* Results orientated.
* Positive & Proactive approach.