

INTER COSMETIQUES is a line of high-performance skin care and cosmetics dedicated to making beauty feel good which is seeking an experienced Quality Control / Assurance Supervisor.

Purpose and Scope

To support the production team in areas of safety, quality, GMP etc. Ensure the quality of finished products by in-process line inspection and testing according to customer requirements and product specifications. Manage 2 – 3 quality assurance inspectors

The Quality Control / Assurance Supervisor will perform their duties of assuring conformance to client requirements throughout the entire production, filling and packing, receiving raw material process. As such, he /she will work in partnership with the Production department leaders. Seeking a self-motivated individual that will run the department and build infrastructure with minimal supervision.

Responsibilities

- Create, update and maintain all SOP's
- Train quality assurance inspectors on line opening, inspection, review or SOP
- Checks, records and conducts inspections of C & S records, components and bulk before verification of lines advising area manager of any non-conformances to be addressed
- Performs line clearance, approval of product and line set up before line start-up.
- Ensures entire team is aware of expectations of finished goods before line starts
- Performs regular inspections of in-process and finished goods
- Completes and maintains inspection records / documents for in process and finished goods.
- Performs routine quality audits on the lines to ensure the continuity of quality standards after the line has been cleared, verified and started.
- Identifies and records any product quality issues and initiate on the root cause analysis and corrective and preventive measures put in place on the line immediately to prevent recurrence of the reported issue (s).
- Provides quality direction for line workers.
- Collects internal and Client samples by following sampling guidelines and submits samples.
- Maintain/Apply for any NHP products from Health Canada
- Ability to work with Health Canada on and none conformities and guide the team to ensure compliancy
- Develop safety measures to ensure that any sub-standard safety deficiencies in their area/Line are corrected
- Advise a line worker of sub-standard safety behavior they observe and report to the manager if worker fails to promptly correct

Job Requirements

Education

Degree in science, chemistry, biology or applied sciences.

Experience

- Experience in cosmetics or pharmaceutical industry
- Experience with leadership and dealing with people
- Quality Control / Quality Assurance 3 years (Preferred)



Other Skills Required

- Quality background
- Knowledge of cosmetic GMP standards and guidelines.
- Knowledge of MS products such as Word, Excel, and Access.
- Keen attention to detail
- Ability to handle multiple tasks and organize and prioritize quality line requirements
- Excellent written and oral communication skills
- Ability to work independently
- Focus on process control rather than inspection

Job Type: Full-time

Eligible interested persons please contact: email: HR@inter-cosmetiques.ca

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