# Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Pay Grade Level</th>
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<tbody>
<tr>
<td>Research &amp; Development / Quality Assurance Manager</td>
<td>(if applicable)</td>
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<tr>
<th>Description / Group</th>
<th>Reporting To</th>
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<tr>
<td>R&amp;D / Quality Assurance Department</td>
<td>Managing Director</td>
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## Section I : Purpose of the Job

The R&D/QA/QC manager manages all quality activities relating to company products in the area of food safety, risk management and production quality. Functioning as a key member of the food safety team, this role has functional responsibility over relevant clauses related to food safety and driving IQA.

## Section II : Key Responsibilities (skills, abilities and Knowledge to perform the job)

1. Responsible for developing new recipes for food products, engaging the production and QA team in planning, trials and development, and the documenting of SOPs for proper product implementation and launch.
2. Establish Quality objectives of the department aligned to top management goals and company directions.
3. Oversee in-coming, in-process, and outgoing product inspections.
4. Help in conducting root-cause analysis of customer complaint and offering quality assessments and possible solutions for future re-occurrence.
5. Work with Production, Sales & Marketing department and other concerned departments on product & packaging developments relating to food safety.
6. Coordinate with other departments regarding any continual improvement projects.
7. Maintain lab integrity through maintenance of quality standards through calibration of all measuring and test equipment in the laboratory and adequate assessment of vendors or partners.
8. Conducts audit and evaluation of quality assessment and qualification for all raw and packaging material suppliers (local & international).
9. Recommend systematic measures and initiatives to improve product quality.
10. Manage a team of Food Technologists in R&D, QA & QC Department, and direct department goals and plans approved by Managing Director.
11. Work and coordinate with HR department on staff training and competencies upgrading of all QA/QC & RD personnel.
Section III: Impact and Accountability (ignore this section if you do not have responsibility in this section)

Number of employees reporting to the job holder (applicable for people manager only)

1) Manager Level: 0
2) Professional Level: 4
3) Staff Level: 1

Customers – tick appropriately
___ External
___ Internal

Section IV – Qualification and Experience

Qualification
Minimum Degree in Chemistry, Food Technology & Science, Nutrition Science or a relevant science discipline.

Experience
➢ 5 – 8 years of working experience in the field of food innovation, QA/QC, Food and Nutrition, food manufacturing, FMCG.

Technical Functional Skill

1) QA and R&D experience in the field of food and nutrition industry
2) Strong knowledge of food technology, science, nutrition, health and its interrelation
3) Competency and mastery in food ingredient application
4) Competency in good laboratory practices and analytical equipment functions
5) Experience in managing and directing IQA projects and embedding ISO standards within the company
6) Strong project management skills
7) Managerial and leadership experience in managing professionals
8) Inter-department problem-solving skills

Non-Technical Functional Skill

1) Managerial experience directing efficient teams
2) High level of motivation, result orientation and self organization
3) People relationship skills

Specific Knowledge

Food analysis, food processing, nutrition composition of food, chemistry, food Research & Development, countries regulations, food safety parameters (heavy metals, microbiological, contamination controls), laboratory equipment and practices, ISO/HACCP/BRC/Halal certification, good manufacturing practices knowledge

Section V – Recruitment Criteria
Interested applicants please send your resume to: Jan Goh, jan.goh@camelnuts.com or Womson Tan, womson.tan@camelnuts.com