

## Quality Auditor – Wardle & Crewe/Lymedale

### A bit about the job:

To work with all departments of Boughey Distribution to ensure compliance with BRCGS food safety requirements, and to ensure that the site(s) complying operationally with standards. Identify, as a member of the internal auditing team you will be expected to lead, support and maintain continuous improvements through the company's internal audit and inspection program and ad hoc projects. These will range from day-to-day changes and validation, through to incremental change and large-scale step changes. Must have knowledge of continuous improvement process methodologies, as well as strong analytical communication skills. The duties listed in this advertisement are not exhaustive.

At Boughey we are proud of our standing in the local community and the different and varying customer base we have. We hire great people from a wide variety of backgrounds. As an equal opportunity employer, we ensure that our place of work is welcome to everyone.

### What's on offer:

- Working Hours – Monday to Friday, 37.5 hours per week.
- Enhanced holidays of 33 days per annum.
- Attendance bonus.
- Workplace Pension Scheme.
- Free Parking.
- Pay rate dependant on experience.

### Key Duties/Tasks:

- Audit business teams to maintain product safety, quality and legality in accordance with the quality policy and BRC Global Standard.
- Assist the management team in the investigation and resolution of non-conformities to identify root cause(s) and implement corrective actions to prevent reoccurrence of the issue.
- Maintain the quality management systems (QMS) including Hazard and Risk Analysis (HARA) ensuring accurate reflection of current practices and compliances with internal and external requirements.
- Contribute to the customer and third-party audits.
- Maintain and update all QMS controlled documentation as and when changes to working practices, or new risks to food safety are identified.
- Review all new materials to identify risk of storage to other materials, to ensure approval documents are completed.
- Collate suggestions and observations put forward through the company's suggestion reporting system.
- Support the ESGQ Manager with management review meetings in line with the standards and producing minutes.
- To maintain relevant knowledge of quality issues and to be proactive in promoting safe practices.
- Ability to confidently challenge where appropriate to ensure best results achieved from a continuous improvement perspective.

- Support the ESGQ Manager with collation of current ESG targets and activities for Boughey.
- Document and communicate proposed change with due regard to SHE, Quality, HR, and warehouse / logistics.
- To carry out any other duties as may be required in a timely and professional manner.
- Support and deliver on the Company mission, vision and live and promote the Company values.
- Liaise with relevant internal stakeholders to maintain the highest standards with due regard to Customer requirements and in line with HARA, BRCGS and any other internal or external legislation / audits.
- To be aware of and adhere to the Company's Health & Safety Policy, taking responsibility for the Health, Safety, environmental and welfare of yourself and others in your departments.

#### Skills and knowledge:

- Experience of the warehousing and logistics or food manufacturing.
- Background of influencing and driving behaviour change.
- Fully capable in Microsoft office – a working knowledge of SAP would be advantage.
- Ability to be self-driven and highly motivated.
- Competent working knowledge of BRCGS standards, and the Organic Food Federation Standards.
- Knowledge of ESG Principles (Desirable).

#### Qualifications: (desirable but not essential as training can be supported)

- Hold a recognised internal auditing qualification such as BRC Global Standards or ISO 9001.
- HACCP trained to level 2.

#### Salary

Salary is competitive and dependant on experience.