**Job Description**

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| **Job Title:** Assistant Technical Manager **-** Moygashel  **Reporting To:**Factory Manager / Technical Manager  **Job Purpose:** The Assistant Technical Manager will assist the Factory Manager and Technical Manager to ensure that the Food Safety and Quality standards, legislative and customer requirements are met and maintained. QC staff will be managed in conjunction with the Factory Manager, and the Assistant Technical Manager will liaise with other Department Managers as necessary. Technical documentation for the site will be manged and all required food safety auditing will be conducted. It is expected that the Assistant Technical Manager will have functioned previously within a Quality/Technical environment and have a good knowledge of supply chain and stock control software. |
| **Main Responsibilities:**   * Manage QC staff documentation completion and retention. Prepare, review and document control relevant policies and procedures * Conduct internal audits against the current BRC standard * Generate reports on WIP and Finished Goods Stock issues * Ensure quality standards are maintained – report on any non-conformances * Measure and record / report waste * Assist in monthly stock count * Report rejects and technical issues at weekly and monthly meetings * Track traceability details for packaging and projects * Assist with booking and issuing of finished goods * Liaise with management – in particular, Purchasing, Accounts and Stock Control * Conduct customer complaint investigations and complete root cause analysis * Work with the Management Team to assist in problem solving and the implementation of corrective actions.   Employees should note that they should be prepared to undertake any duties deemed necessary by the management team of Mackle Pet Foods. |

**PERSON SPECIFICATION**

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| **Job Title:**  Assistant Technical Manager   |  |  |  | | --- | --- | --- | | *Criteria* | *Essential* | *Desirable* | | Knowledge | * 3rd level education * In depth knowledge of supply chain software * Experience in stock control * Understanding of food safety * Understanding of HACCP | * Degree in food or related subject. * Level 3 Hygiene * Level 3 HACCP * Experience with the current BRC standard and the various quality standards and procedures set by the major multiples. | | Relevant Experience | * Applicants must have at least one years supervisory or managerial experience within a technical role preferably in food manufacturing. | * 2 years supervisory or managerial experience within a food production facility or other applicable environment. | | Skills & Competencies | * Applicants must be computer literate, have good communication skills, a good level of English (both written and spoken), have good interpersonal skills, be able to work with all levels of management and carry out their work using their own initiative. | * Internal Auditing * Root Cause Analysis * Evidence of ongoing personal development | | Circumstances | * Flexible working hours |  |   **Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**  **John A. Mackle**  **Managing Director**  **Date of next review: 3 years from date of approval** |
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