

Quality Assistant

Nottingham, NG7 5HF

The Company & Appointment

The Company is a Nottingham based business specialized in the Development & Manufacture of new food supplements ingredients and products for customers in the UK and Overseas.

A fantastic opportunity to join a well-established and expanding health and beauty business. You will be part of a team responsible for ensuring food safety and quality standards are maintained throughout our production process.

The successful candidate will report to the Quality Manager but may also support other departments at times.

Applicants must have excellent attention to detail, be well organised and have the ability to manage their time effectively, completing tasks within deadlines.

The Post

Main duties and responsibilities

- Sampling, testing and documenting materials that arrive on site
- Issuing and maintaining documents in accordance with the quality management system
- Submission of materials for testing to external laboratories
- Following a programme of Environmental Monitoring sampling for testing both internally and externally
- Supporting in the preparation of technical documents and reports
- Liaising with suppliers to obtain quality documentation
- Completion of site inspections and hygiene audits

The Person Specification

The employer would like applicants to be able to demonstrate the qualifications, skills, experience and attributes listed below to be considered.

Skills, Qualities & Knowledge	Essential	Desirable
Good communication skills – written and verbal	✓	
Organised and good attention to detail	✓	
Good time management	✓	
Able to work to deadlines and multitask	✓	
Able to deal with customers and visitors in a professional manner	✓	
Happy to work as part of a team	✓	
Full driving license with access to own transport		✓

Competitive salary disclosed on request, dependent on experience with bonus opportunities. Working pattern is office hours 5 days a week, Monday -Friday, based at Nottingham at both our head office, Nottingham NG7 5HF and our new manufacturing facility, NG8 4GP

CV by email to rachel@chrysalisweb.com

Or by Post to: Chrysalis Health & Beauty Ltd, Creation House, 50-72 Gauntley Street, Nottingham NG7 5HF