

## Job Description

Job Title Research & Development / Quality Assurance Manager	Pay Grade Level (if applicable)
Description / Group R&D / Quality Assurance Department	Reporting To Managing Director
<b>Section I : Purpose of the Job</b>	
<p>The R&amp;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.</p>	
<b>Section II : Key Responsibilities (skills, abilities and Knowledge to perform the job)</b>	
<ol style="list-style-type: none"> <li>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.</li> <li>2. Establish Quality objectives of the department aligned to top management goals and company directions.</li> <li>3. Oversee in-coming, in-process, and outgoing product inspections.</li> <li>4. Help in conducting root-cause analysis of customer complaint and offering quality assessments and possible solutions for future re-occurrence.</li> <li>5. Work with Production, Sales &amp; Marketing department and other concerned departments on product &amp; packaging developments relating to food safety.</li> <li>6. Coordinate with other departments regarding any continual improvement projects.</li> <li>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.</li> <li>8. Conducts audit and evaluation of quality assessment and qualification for all raw and packaging material suppliers (local &amp; international).</li> <li>9. Recommend systematic measures and initiatives to improve product quality</li> <li>10. Manage a team of Food Technologists in R&amp;D, QA &amp; QC Department, and direct department goals and plans approved by Managing Director.</li> <li>11. Work and coordinate with HR department on staff training and competencies upgrading of all QA/QC &amp; RD personnel.</li> </ol>	

Section III : Impact and Accountability (ignore this section if you do not have responsibility in this section)
<p>Number of employees reporting to the job holder (applicable for people manager only)</p> <p>1) Manager Level : 0 2) Professional Level : 4 3) Staff Level : 1</p>
<p>Customers – tick appropriately</p> <p><input type="checkbox"/> External <input type="checkbox"/> Internal</p>
Section IV – Qualification and Experience
<p>Qualification Minimum Degree in Chemistry, Food Technology &amp; Science, Nutrition Science or a relevant science discipline.</p>
<p>Experience</p> <p>➤ 5 – 8 years of working experience in the field of food innovation, QA/QC, Food and Nutrition, food manufacturing, FMCG.</p>
<p>Technical Functional Skill</p> <ol style="list-style-type: none"> <li>1) QA and R&amp;D experience in the field of food and nutrition industry</li> <li>2) Strong knowledge of food technology, science, nutrition, health and its interrelation</li> <li>3) Competency and mastery in food ingredient application</li> <li>4) Competency in good laboratory practices and analytical equipment functions</li> <li>5) Experience in managing and directing IQA projects and embedding ISO standards within the company</li> <li>6) Strong project management skills</li> <li>7) Managerial and leadership experience in managing professionals</li> <li>8) Inter-department problem-solving skills</li> </ol>
<p>Non-Technical Functional Skill</p> <ol style="list-style-type: none"> <li>1) Managerial experience directing efficient teams</li> <li>2) High level of motivation, result orientation and self organization</li> <li>3) People relationship skills</li> </ol>
<p>Specific Knowledge</p> <p>Food analysis, food processing, nutrition composition of food, chemistry, food Research &amp; Development, countries regulations, food safety parameters (heavy metals, microbiological, contamination controls), laboratory equipment and practices, ISO/HACCP/BRC/Halal certification, good manufacturing practices knowledge</p>
Section V – Recruitment Criteria

Interested applicants please send your resume to: Jan Goh,  
[jan.goh@camelnuts.com](mailto:jan.goh@camelnuts.com) or Womson Tan, [womson.tan@camelnuts.com](mailto:womson.tan@camelnuts.com)