

## **Quality Assurance, Research & Development and Certification Specialist**

**Cocos Food Pte Ltd**, a company established in Singapore, is a global manufacturer and supplier of an extensive range of edible and functional coconut products in the food & beverage, pharmaceutical and skincare industries.

We are an OEM manufacturer and supplier of coconut products as well as having our own brand of products marketed under the COCOS trademark. We are equipped with the capabilities and technical expertise to formulate bespoke coconut products, be it, to be used as an ingredient or retail as a finished product. Our products are being exported globally, primarily to USA, Canada, Australia, Taiwan, China and Southeast Asia.

### Job Description:

1. The role is responsible for ensuring that our supply chain management (raw materials to finished products) conforms with our internal, clients and external auditor high quality standards.
2. Extensive preparation and working with certifying bodies and agencies (AVA, ISO, BRC, HALAL, Organic etc) and consultants to meet their audit standards and renew / apply for quality, social, process and organic certifications annually.
3. Working with external labs and government agencies for analysis of our products to ensure stringent adherence to internal and external standards.
4. Liaising with suppliers and clients on regular reviews and quality assurance.
5. Research and development to formulate new food and beverage and natural cosmetics products to cater to client's requirements. Cooperation with universities and polytechnics on trial runs for product development.
6. Preparation and tailoring certificate of analysis (COAs), product specifications sheets and other supplement information pack to client's requirements.

### Requirements:

- Bachelor's degree in related field (preferably in Food Science / QA)
- Team player, goal getter, analytical and meticulous
- Able to converse and write well in Chinese and English