



Job Title – Technical Compliance Officer

Date: 19/12/2019

Salary Band: £25-28k (DOE)

Location: Newport, Shropshire

Duration: Permanent

Hours: 8am – 5pm Monday - Friday

Line Manager: Technical Manager

Direct Reports: 0

Interview Process: CV and cover letter application, telephone screen, face to face interview stage

Scope of role

The successful candidate will manage the Food safety, legality and quality standards on-site through the ownership of the quality management system and HACCP plans.

They will be compliant with procedures and be familiar with the requirements of BRC and customer codes of practice. Experience with low and high care (chilled) environment would be advantageous. This role would suit a technical compliance officer with a background in the food industry looking for a new challenge and working environment or an experienced technical assistant looking to step up.

Responsibilities

- Day to day management of the quality management system, ensuring it is up to date and fully compliant
- Preparing for third party and customer audits
- Management of the internal audit schedule
- Making improvements to procedures and protocols to improve food safety and streamline processes
- Management of the customer complaint investigation with findings and corrective actions reported back to the business.
- Management of traceability and mass balance
- Deputising for the Technical Manager when required
- Experienced in raw material and finished product specifications

Requirements

- HACCP level 3 or above
- Food industry background
- Adequate knowledge of systems, procedures and protocols
- Experience with BRC and retailer standards
- Level 3 Auditing and Inspection skills
- Excellent communication skills
- Computer literate, Excel, Word, Outlook
- Strong food safety background (Degree educated would be a distinct advantage)

Who we are

Jupiter Group are one of fastest growing and exciting businesses within the fresh produce industry. The company have customers and suppliers across the world with ambitious plans for growth.

Privately owned with continually strong financial performance, Jupiter are looking for a Technical Compliance Officer to join the company.

Based at our Head Office in Newport, Shropshire, this position would have responsibility for the management of the Food Safety, Legal Compliance and Quality Standards..

Growing product in four continents, the company have invested in growing partnerships which lead the world as a supply chain model within fresh produce.

The company are continually investing in leading technology and are working with great success towards a totally paperless working environment.

A positive company culture and values are extremely important and must be upheld by any applicant.

As a fast paced international business who are continually growing and developing, we nurture a culture of self-motivated, hardworking and honest individuals.

We have clear company values that we encourage our people to live by. It is important that applicants can uphold these values.

- **Integrity** - act with good character, ethics and morals
- **Trust** - build your relationships on trust
- **Openness** - talk straight, communicate well, and be open to new ideas
- **Respect and patience** - be tolerant, good natured and understanding
- **To help others** - make a difference to others lives in a positive way
- **Work hard and enjoy life** - contribute and enjoy your role
- **Recognise success** - when praise is due say 'well done'
- **Continual improvement** - always strive to do a better job

Benefits

- 21 days holidays + Bank Holidays
- Performance Related Pay Incentive Scheme
- Role relevant training
- Franklin Covey training
- Relaxed Dress Code
- Relaxed Multi Cultural environment

- Walking distance to local amenities
- Informative staff app with localised benefits
- Full domestic kitchen on site for all employees to use
- Annual group wide social event

NOTICE: please refer to the **Data Privacy Statement** on our website footer at www.jupitermarketingltd.com to access information on how we will process, store and delete your personal data should you apply for a position within the Jupiter Group.

PLEASE NOTE: We request two reference contacts with your application for this role. If you do not wish for referees to be contacted prior to a job being offered, you must clearly indicate this within your application.