



---

## Position Description

---

Vacancy Title: **Quality Control Line Inspector**

Location: **Laucala Beach - Suva**

Reports To: **Senior Quality Assurance Supervisor (v 2.00)**

### Objective

The Quality Control Line inspector is responsible for the quality management systems of Viti Foods Pte Limited. This position reports to Senior Quality Assurance Officer, Viti Foods Pte Limited.

### Outcomes

---

#### Organisational Stakeholders

---

#### 1. Vitifoods Pte Limited's Quality Management System ensured

---

- Processing line checked and verified for compliance and quality standard conformance in a timely and accurate manner
    - Manufacturing process compliant with process parameter specifications at all times
    - Pre-inspection for the production line conducted prior to product run
    - Quality samples kept and verified timely
    - Finished goods specifications and product release criteria maintained at all times
    - Calibration of scales and thermometers ensured before starting the production line
  - Material specifications maintained at all times
    - Raw materials and packaging material for production released accurately and timely
    - Documentation for receiving materials such as Material Safety Data Sheet (MSDS), Certificate of Analysis (COA), and Food Grade Certificate obtained
  - Good Manufacturing Practices (GMP) for all manufacturing activities ensured at all times
  - Tests conducted as per SOP and QMS requirements:
    - Laboratory test results verification is timely and accurate
    - Water test and finished product evaluation carried out as required
    - Machine and equipment calibration ensured in an accurate manner
  - Documentation completed and maintained accurately
  - Deviations and non conformance communicated to Supervisor and Plant Manager
- 

#### 2. Continuous improvement initiatives supported

---

- Root cause analysis of all non-conformance and preventive action assured to avoid recurrence
  - Participation in 'Quality Circle' initiative ensured
  - Data and records for quality trend analysis is complete and accurate
  - Customer complaints resolved
    - Internal customer queries/requests addressed timely
- 

#### 3. Teamwork and cooperation

---

- Cooperation within the team and greater function / department
  - Cooperation across functions / departments
  - Work collaboratively to achieve the set targets and goals
- 

#### 4. Safe work environment promoted and ensured at all times

---

- Work place safety is ensured
    - Communication of Safety, Health and Environment to all team members are on an on-going basis
    - Occupational Health & Safety systems promote zero workplace injury at all times
    - Local environmental regulation is aligned with work place safety on an on-going basis
  - Workplace hazards eliminated at all times
    - Systems assist in the identification and elimination of work place hazards on an on-going basis
- 

#### 5. Viti Foods Pte Limited's values upheld and demonstrated at all times

---

- Collaborate with other teams for the benefit of the organisation
  - Monitor and encourage team members to uphold image and value standards
  - Uphold and demonstrate the organisation's image and values
- 

### Responsibilities - Key Competencies

#### Competence

#### Description

#### Business

Competence	Description
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
<b>Customer</b>	
Quality Focus	Deliver quality.
<b>People</b>	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Diploma	Biology, Chemistry, Food Science, Food Technology	
<b>Desirable</b>		
Degree	Biology, Chemistry, Food Science, Food Technology	

## Work Knowledge and Experience

- Minimum one year experience in a Food processing plant in a similar capacity
- Knowledge of system certification, HACCP and Food Safety Act
- Computer literate and good documentation skills
- Analytical thinking ability and good communication skills

## Requirements

### Regulatory Compliance Requirements

- Driver's License

### Other Required Requirements

- No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Production Team	
	Finance Team	
	Warehouse Team	
<b>External</b>		
	Customers	

## Attributes

### Behavioural Styles

- Achiever** Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
- Detail oriented** Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Integrity** Adherence to moral and ethical principles; soundness of moral character; honesty.
- Reliable** Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

### Interpersonal Styles

- Forthright** Speaks out frankly without hesitation, showing a direct manner.
- Objective** Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
- Team Oriented** Enjoys being with others as part of a group or team.

### Thinking Styles

Analytic Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.

Decisive Reaches conclusions, promptly and firmly.

Well organised Controls tasks in a well thought out and critical manner.

## How To Apply

--

## Contact for Enquiries

Contact Name: Tanisha Singh

Contact Email: [hr@vitifoods.com.fj](mailto:hr@vitifoods.com.fj)

Further Contact Information: --

**Closing Date: 17 May 2025**