

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. |
| Customer | |
| Quality Focus | Deliver quality. |
| People | |
| Facilitation | Assist the progress of work ensuring its timely and effective completion. |
| Professional | |
| 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 |
|------------------|---|-------|
| Preferred | | |
| Diploma | Biology, Chemistry, Food Science, Food Technology | |
| Desirable | | |
| 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 |
|-----------------|-----------------|----------|
| Internal | | |
| | Production Team | |
| | Finance Team | |
| | Warehouse Team | |
| External | | |
| | 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 Enjoys being with others as part of a group or team.
Oriented

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

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Contact for Enquiries

Contact Name: Tanisha Singh

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Further Contact Information: --

Closing Date: 17 May 2025