

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV326

Company Name: **AL Foah**

Company Type: Semi-Government



Job Position/Title:	QA Auditor	Academic Major:	Food Sciences
Salary Range:	15,000-25,000 AED	Years of Experience:	Fresh Graduate to 2 years of experience
Job Location:	Al Ain	Job Type:	Part time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	<u>ROLE PURPOSE:</u> Develop and implement assurance report in line with food safety and Al Foah quality system and standards that cover all business units internally and externally in order to provide short term and long term continuous improvement for Al Foah quality system. <u>KEY ACCOUNTABILITIES:</u> <u>CONDUCT ISO/HACCP/GMP AUDITS:</u> - Conduct audits in all units of business internal and external to ensure they are comply with Al Foah quality standards. - Complete additional non-auditing functions that provide support to QA improvement across all units of business. <u>Audit Schedules and Report Writing</u> - Establish an audit plans to ensure all units are meeting with regulatory requirements and internal quality system. - Identifies and reports quality issues in assigned area(s) with requirements of ISO and internal Quality System and any regulatory requirements to ensure all process are going as per quality plan. - Documents and writes thorough audit reports in-line with ISO requirements to use them for further future need. - Establish route cause of quality issues and implements short term and long term corrective action to prevent re-occurrence. <u>Tracking Improvement</u> - Support Site QA Manger to monitor improvements in assigned area and QA Site Manager to establish any tracking systems and reports for Business in order improve any unit's performance if it is needed. <u>Policies, Systems, Processes & Procedures</u> - Recommend improvements to sectional Quality policy and direct the implementation of procedures and controls covering all areas of quality training activities so that all relevant procedural/legislative requirements are fulfilled. - As directed by the Quality & HSE Manager, develop and ensure comprehensive documentation of all Quality & HSE processes in order to support effective implementation of systems. - Communicate Quality policies, guidelines and standards to all staff through presentations and develop campaigns to ensure the Quality & HSE culture is disseminated to all employees of the organization. <u>Quality Training</u> - Plan and execute Quality requirement training programs for all operations in order to create awareness of food quality processes and promote a safe		

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	working environment across the organization. <u>Liaison</u> ▪ Liaise with all units of the Business in all Quality matters and during the incident investigations to facilitate effective completion of tasks as per defined procedures. <u>Continuous Improvement</u> ▪ Participate in developing alternative ideas to improve the existing Quality and process procedures and services, and provide inputs and suggestions for the continuous improvement of practices taking into account 'best practice'. <u>JOB CONTEXT:</u> ▪ The role requires conducting and leading audits in all areas of Business units internally and externally, providing short term and long term continuous improvement to both Al Foah Quality System and any regulatory requirements.
Minimum Qualifications:	▪ Bachelor Degree. ▪ Language proficient in Arabic and English (written and spoken). ▪ Ability to effectively conduct different types of audits in a professional, ethical and objective manner with an awareness of legal and financial ramifications. ▪ Effectively plan, develop, execute and communicate audits within a defined scope and conduct meetings for improvement and close-outs to compliance. ▪ Demonstrated ability to work in a proactively diverse and inclusive organization. ▪ Demonstrated ability to multi-task and work in a fast-paced office setting. ▪ Interpersonal, verbal and written communications skills across cultural and company boundaries. ▪ Proven ability to develop and maintain a level of professionalism which builds capability and credibility to become a trusted advisor ▪ Participate and lead teams to ensure understanding how quality principles relate to business processes and explain the importance of aligning the audit function to the organisation ▪ Computer proficiency ▪ Communication skills.
No. of Positions Required:	4
Job Close Date:	April

To Apply, UAEU Graduates/Alumni should send their CVs to:

malnauimi@alfoah.ae

And

JN@uaeu.ac.ae

Please mention "UAE University: Full Name" & "Job Reference No.: JV326" in your email Subject in case we lost your information during filing. Only doc/PDF/Zip files are acceptable.

