

Quality Assurance Specialist

Job Description:

Kemosabi, a licensed cannabis company operating under the Six Nations Cannabis Commission laws and regulations is seeking a dedicated and experienced Quality Assurance Specialist to join our team. As a Quality Assurance Specialist, you will play a crucial role in the cultivation and production of high-quality cannabis products by the regulations set by the Six Nations Cannabis Commission.

Summary

Reporting to the QAP/Quality Assurance Manager, the Quality Assurance Specialist will be responsible for maintaining procedures and activities to support the integrity of Quality Management System (QMS).

The Quality Assurance Specialist ensures that the quality system, SOP's, materials, components, equipment, premises, processes, operations, procedures, products, and records are introduced, performed, maintained and followed in accordance with the established procedures and specifications of Kemosabi while in compliance with the Six Nations of the Grand River Cannabis Control Law and Regulations, and Good Production Practices.

The QA Specialist completes tasks related to monitoring, recording, reporting, and ensuring ongoing quality of cannabis processes and products.

Periodically, the QA Associate/Specialist will be required to assist with extraction activities.

Pay

- \$23.00 + per hour - depending on experience

Responsibilities

- Assist in the coordination and maintenance of all quality systems and update related databases.
- Assist to create/ revise / review documents and forms.
- Ensure quality of product produced, stored, packaged, and labelled before it is made available for further processing or sale via monitoring these processes in accordance with established SOPs, Specifications, and Good Manufacturing Practices (GMP).
- Ensure vendors are qualified and review supplier documentation to ensure Quality requirements are met and maintained.
- Verify and inspect incoming materials and components prior to use to ensure they are compliant with required specifications.
- Audit to ensure cleaning and sanitation procedures are followed.
- Conduct quality inspection and verification of production areas and equipment prior to planned activity commencement.
- Conduct quality verification, sampling, inspection and in-process quality checks of bulk product and finished goods.
- Ensure retention of samples and, prepare and control shipping lab samples to qualified testing facilities.
- Issue, control and maintain necessary batch production, packaging and labelling documents.
- Ensure production personnel follow proper procedures.

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- Perform batch production, packaging, labelling and testing records review accordingly with compliance requirements and maintain records in accordance with the records retention process.
- Initiate non-conformance/deviation reports.
- Participate in quality evaluation, assessment and investigation in respect to out-of-specification results, and assist with problem solving, root cause analysis and corrective and preventive actions.
- Ensure product is approved and released by the QAP before making it available for further processing or sale.
- Assist with creation / revision of the HACCP and Preventive Control Plans.
- Participate in review of QMS metrics, reporting and trend analysis.
- Assisting with training and instruction of personnel.
- Attend and participate in all required personal training.
- Work safely, report all workplace hazards, and follow all Health and Safety policies and procedures.
- Support logistics of product recalls and product returns.
- Perform other clerical, laboratory, administrative and miscellaneous duties as required.
- Perform other job duties as assigned by Quality management.

Qualifications

- Completion of a post-secondary diploma in chemistry, science or related degree.
- Experience within the Cannabis industry.
- Experience with and knowledge of Cannabis extraction activities.
- Experience with laboratory and production/manufacturing activities.
- Strong attention to detail.
- Basic knowledge of GPP requirements and Cannabis Regulations.
- Strong computer skills, including proficiency in Microsoft Excel and Word.
- Possess good understanding of quality assurance and control systems.
- Ability to review and understand raw lab data.
- Excellent verbal and written communication skills
- Exhibit initiative, responsibility, flexibility and leadership.
- Able to work well under pressure to meet deadlines.
- Ability to establish priorities, work independently and as a team member.
- Ability to follow company policies and procedures.
- Must be comfortable wearing a respirator at times (need to be clean shaven).

Work Conditions

- Able to lift up to 50 lbs.
- Prolonged standing, sitting, walking, lifting, and bending.
- Work environment can shift from cold to hot depending on the area and work activities being performed.

Benefits:

- Competitive salary and benefits package.
- Opportunity for career growth and development within a leading cannabis company.
- Work in a supportive and collaborative team environment.
- Contribute to the growth of a legal and regulated cannabis industry in the Six Nations of the Grand River Territory.

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Location

Ohswegen, ON
N0A 1M0

Resumes to be submitted by **email only** to:
info@kemosabi.ca