



JOB DESCRIPTION 工作職務範圍

Division/Department 部門 : QA (09580AE 中央產品廠管理處 - 寫字樓 (經營員工))

Job Title 職級 : Assistant Quality Assurance Manager (Branded Products) /
Quality Assurance Supervisor (Branded Products)

This Job Report To 直屬上司 : **Title 職級** QA Manager

General Job Summary 工作概要 :

- Implement and maintain quality management system and documentation system for ISO9001/ ISO22000 / HACCP / Q-mark.
- Handle and follow-up the complaint cases.
- Conduct routine on-line checking.
- Supervise QA and QC Deputy Supervisor and Assistant.

Key Responsibilities 主要職責 :

- Perform routine on-line checking on raw materials, semi- and finished food products.
- Perform on-line checking at various stages in production line to implement ISO / HACCP policy.
- Implement and maintain documentation system and quality management system.
- Coordinate and participate work safety, quality assurance and hygiene procedures training to related staff.
- Support the implementation of food safety, hygiene and quality assurance operation policies, guidelines and procedures to ensure the entire production process is in compliance with the corporate standard.
- Investigate and follow-up the complaint case, which related to food safety and quality aspect.
- Regularly review the performance of pest control condition and follow-up with contractor.
- Responsible to identify the food quality issue and continuous improvement.
- Assist in other ad-hoc projects as assigned.

Education/Qualification/Experience 學歷及工作經驗 :

- Bachelor or above in Food Science / Food Technology or related disciplines.
- Minimum 6 years experiences in relevant QA experience in food industry with supervisory exposure. Familiar with quality assurance systems (HACCP / ISO22000).

Knowledge, Skills & Abilities Required 工作技能要求 :

- Excellent leadership, self-motivated, independent, excellent problem solving skills, and with good communication skill.
- Good in organization and interpersonal skills with the ability to establish relationships both internally and externally.
- Ability to work in a multi-functional environment, with superior communication skills.
- Ability to handle multiple tasks while maintaining attention to detail and accuracy, working under tight deadlines.
- Proficient in PC applications including Chinese word and excel processing;
- Good command of spoken and written English and Chinese / Cantonese;
- Less experience may consider as Supervisor.

Remarks 備註 :

- Shift on public holiday, and occasionally work in night shift.
- Offer 5-days work per week
- Working location: Tai Po Industrial Estate



JOB DESCRIPTION 工作職務範圍

Division/Department 部門	: QA (09580AE 中央產品廠管理處 - 寫字樓 (經營員工))
Job Title 職級	: Quality Assurance Assistant – OPQC (Branded Products)
This Job Report To 直屬上司	: Title 職級 Quality Assurance Manager
General Job Summary 工作概要	: <ul style="list-style-type: none">● Provide regular on-line checking and site inspection.● Coordinate and participate work safety, quality assurance and hygiene.● Handle and follow up the complaint cases.● Perform routine on-line and finished food products checking to implement ISO / HACCP policy.● Support the implementation of food safety, hygiene and QA system by maintaining ISO9001, ISO22000 and HACCP management system.
Key Responsibilities 主要職責	: <ul style="list-style-type: none">● Perform routine on-line and finished food products' inspection at various stages in production line to implement ISO / HACCP policy.● Prepare products' labels based on local regulatory requirements to ensure labeling for each countries are regulatory compliance.● Maintain the documentation system and quality management system.● Coordinate and participate work safety, quality assurance and hygiene procedures training to related staff.● Support the implementation of food safety, hygiene and quality assurance operation policies, guidelines and procedures to ensure the entire production process is in compliance with the corporate standard.● Assist to investigate and follow-up the complaint case, which related to food safety and quality aspect.● Assist in other ad-hoc projects as assigned.
Education/Qualification/Experience 學歷及工作經驗	: <ul style="list-style-type: none">● Higher Diploma / Degree holder or above in Food Science / Food and Nutrition or related disciplines.● Minimum 1 year experience and familiar with food regulatory will be an advantage.● Fresh graduated candidate is also welcomed.
Knowledge, Skills & Abilities Required 工作技能要求	: <ul style="list-style-type: none">● Self-motivated, independent, self-motivated, excellent problem solving skills, and with good communication skill.● Good in organization and interpersonal skills with the ability to establish relationships both internally and externally.● Ability to work in a cross-functional environment, with superior communication skills.● Ability to handle multiple tasks while maintaining attention to detail and accuracy, working under tight deadlines.● Proficient in PC applications including Chinese word and excel processing;● Good command of spoken and written English and Chinese / Cantonese;
Remarks 備註	: <ul style="list-style-type: none">● Shift on public holiday, and occasionally work in night shift.● Offer 5-days work per week● Working location: Tai Po Industrial Estate



JOB DESCRIPTION 工作職務範圍

Division/Department 部門	: QA (09580AE 中央產品廠管理處 - 寫字樓 (經營員工))
Job Title 職級	: Quality Assurance Deputy Supervisor / Quality Assurance Assistant – Regulatory (Branded Products)
This Job Report To 直屬上司	: Title 職級 Quality Assurance Assistant Manager
General Job Summary 工作概要	: <ul style="list-style-type: none">● Provide technical support on food regulatory.● Coordinate and participate work safety, quality assurance and hygiene.● Handle and follow up the complaint cases related to food regulation.● Conduct routine food regulatory and labeling checking.● Perform routine on-line and finished food products labeling check to implement ISO / HACCP policy.● Prepare products' labels based on local regulatory requirements to ensure labeling for each country are regulatory compliance.
Key Responsibilities 主要職責	: <ul style="list-style-type: none">● Provide technical supports on new product and facilitate new product standard setting.● Maintain regular QA activity to ensure food safety and quality standard are achieved.● Coordinate and participate work safety, quality assurance and hygiene procedures training to related staff.● Review and follow up complaint and share / send the investigation result / requests to another department.● Carry out all food safety, hygiene and quality assurance operation policies, guidelines and procedures to ensure the entire production process is in compliance with the corporate standard.● Provide supports if there is any product quality or food safety issue from local government.● Liaise with local / overseas food authority and customers on food regulation.● Assist in other and ad-hoc projects as assigned.
Education/Qualification/Experience 學歷及工作經驗	: <ul style="list-style-type: none">● Higher Diploma / Degree holder or above in Food Science / Food and Nutrition or related disciplines.● Minimum 1 year experience and familiar with food regulatory will be an advantage.● Fresh graduated candidate is also welcomed and will be considered as QA Assistant.
Knowledge, Skills & Abilities Required 工作技能要求	: <ul style="list-style-type: none">● Self-motivated, independent, self-motivated, excellent problem solving skills, and with good communication skill.● Good in organization and interpersonal skills with the ability to establish relationships both internally and externally.● Ability to work in a cross-functional environment, with superior communication skills.● Ability to handle multiple tasks while maintaining attention to detail and accuracy, working under tight deadlines.● Proficient in PC applications including Chinese word and excel processing;● Good command of spoken and written English and Chinese / Cantonese;● Less experience may consider as Assistant.
Remarks 備註	: <ul style="list-style-type: none">● Shift on public holiday, and occasionally work in night shift.● Offer 5-days work per week● Working location: Tai Po Industrial Estate



JOB DESCRIPTION 工作職務範圍

Division/Department 部門	: QA (09580AE 中央產品廠管理處 - 寫字樓 (經營員工))
Job Title 職級	: 品質監控員 (中央產品) / 品質監控助理主任 (中央產品) Quality Control Assistant (Branded Products) / Quality Control Deputy Supervisor (Branded Products) - Day Shift / Night Shift (日班 / 夜班)
This Job Report To 直屬上司	: Title 職級 AQAM / QA or QC Deputy Supervisor
General Job Summary 工作概要	: <ul style="list-style-type: none">- Arrange routine sampling.- Conduct and record on-line quality inspection.- Maintain and implement the quality management system.- Perform quality documentation and record-keeping.- Assist regular quality management audit.- Assist in other ad-hoc projects as specified by Supervisor.
Key Responsibilities 主要職責	: <ul style="list-style-type: none">● 負責抽檢樣本● 於生產線上進行各項內部要求的檢測● 記錄數據資料，並將資料輸入電腦內● 處理及跟進客戶投訴及其樣本● 制訂檢查記錄表● 協助日常的食品衛生審核● 定期跟進蟲鼠控制情況 ● Conduct routine sampling● Perform regular on-line quality check● Data consolidation● Handle and follow-up the complaint's sample● Implement and maintain quality management checklist● Assist regular food quality management certification● Regular review the performance of pest control with contractor
Education/Qualification/Experience 學歷及工作經驗	: <ul style="list-style-type: none">● 中學畢業或以上、修讀食品或理科者優先● 有相關食品檢測工作經驗者會優先考慮● 有豐富工作經驗者會被考慮為助理主任 ● HKCEE or HKDSE or above, familiar with Food Science / Science is an advantage● Relevant experience will be an advantage● More experience will be considered as Deputy Supervisor
Knowledge, Skills & Abilities Required 工作技能要求	: <ul style="list-style-type: none">● 般粵語溝通、能懂得書寫中文● 主動、自律、極積、能在繁忙的工作壓力下工作● 懂得使用電腦及中文輸入者優先 ● Good at Cantonese and Chinese in speaking and writing● Motivate, self-discipline, passionate, ability to work under pressure and tight timeline● Proficient in PC applications including Chinese word and excel processing.
Remarks 備註	: <ul style="list-style-type: none">● 需輪班工作 (包括工作時間、公眾假期、日班 / 夜班) ● Shift on working hours, public holiday, day shift / night shift