



SAGE V FOODS
JOB DESCRIPTION

Job Title: Quality Assurance & Administrative Manager
Last modified on: January 2012

Location: La Porte, Texas

Reports to: Plant Manager **Supervises:** None

FLSA Status: Exempt **Prepared by:** M. Waters

Approved by: Pete Vegas

Background. Sage V Foods (an established company with 3 plants) is opening a new facility in the Port of Houston to handle sugar and other imported food products. Startup in April/May. Training to start immediately.

Job Summary (Purpose): Perform all Quality Assurance duties on Food Products, maintain needed records and assist with customer audits. Manage all paperwork on inbound and outbound products. Provide documentation oversight for the Sanitation and Pest Control records. Perform all Logistics duties as required. Provide administrative support for Human Resources and Safety functions.

Duties & Responsibilities (Major):

1. 50% of normal workweek to be spent on QA testing and recordkeeping. This will require weekly auditing of Master Cleaning schedule and Pest Control activities. The company will provide extensive training in these areas.
2. 40% of normal workweek to be spent on documentation for incoming and outbound product. Managing inventory records. Coordinating logistics, and other administrative duties.
3. 10% of normal workweek to be spent on Human Resources and Safety (including Workers' Compensation) functions. This requires that assigned annual training is done onsite and that all required records are maintained.

Education & Experience (Minimum Required):

Associate Degree in a technical or industrial field or 5-7 years in similar manufacturing functions. Must have significant experience in one of the major job functions. This is not an entry level position. College degree preferred.

Knowledge, Skills & Abilities (Desired):

Must speak Spanish with first language capability so that you can communicate with vendors in Mexico. Some travel to Mexico may be required. Intermediate PC skills and ability to work with company ERP system and Microsoft Office applications. Strong mathematical skills are desired to insure that inventory tracking is accurate. Must understand or be able to quickly learn technical Quality Assurance procedures and legal documentation requirements for Human Resources, Sanitation, Pest Control, Logistics, and Safety.

Physical Demands (Typical):

- Must be able to routinely lift products up to 50lbs
- Must be able to climb stairs and work from elevated platforms
- Must be able to work extended shifts as needed
- Must be able to travel occasionally to Mexico
- Must be available to train during the first several months in Freeport, TX and Little Rock, AR.

Work Environment (Typical):

Combination of typical plant office and manufacturing environment, including outside areas. Exposed to moving lift equipment and rotating machinery. Potential exposure to a variety of chemicals used for sanitation and pest control. Hot temperatures during the summer production.