

## **Administrative Assistant for Quality Assurance Department.**

BCFoods is a worldwide leader in the Industrial food ingredient industry. Our headquarter office in Santa Rosa is seeking a very detail oriented and organized individual as Admin Assistant to our QA Department.

We are looking for someone that is a quick learner and enjoys a lot of variety in their work. Strong analytical and organizational skills, attention to detail and a positive attitude are required. We have a casual, friendly work environment where great teamwork, as well as individual contribution, is expected and appreciated.

No prior Quality Assurance experience required.

**Location:** This position is located at our Santa Rosa, CA facility. Candidates must be within reasonable commute distance to this location.

### **REQUIRED QUALIFICATIONS:**

- Great data entry skills: must be very accurate!
- Strong computer skills with Microsoft Office programs, SAP a plus
- Able to use and create EXCEL spreadsheets
- Strong aptitude for math/numbers, including weights, measurements and metric conversions
- Strong attention to detail, analytical, good at problem solving.
- Excellent written and verbal skills
- Positive, cooperative and energetic attitude
- Ability to prioritize and remain calm under pressure
- Team player with emphasis on getting the job done

### **Responsibilities: Supporting our Quality Assurance team, some of your duties would include:**

- Monitor and enter testing data from external laboratories
- Create COA's and manage test result database
- Request, manage, and store supplier and customers documents
- Ability to work with our global lab network to request and organize testing data
- Assist in completion of document requests from regulatory agents, suppliers and customers
- Communicate with all BCFoods division on lab testing requirements and COA needs
- Manage item code transfers and test data transfer daily