

JOB POSTING

JOB TITLE: Document Control Associate-Sourcing
DEPARTMENT: Sourcing
DATE: 11/20/18
PAY RATE: DOEE
REPORTS TO: Sourcing Lead

Position Description: A profitable and expanding, quality-minded vitamin company is searching for an excellent Document Control Associate to work in the Sourcing department. The Document Control Associate will handle day to day coordination and procurement of raw material and technical documentation from third party vendors. This position will require strong organizational skills and attention to detail in maintaining accurate and updated files.

Job Duties:

1. Collects and maintains regulatory documentation for raw materials related to cGMPs, Allergens, and Non-GMO.
2. Reviews vendor raw material CofAs, product specifications, SDS, and other product-related information from vendors for completeness.
3. Communicates and follows up with vendors regularly via phone and email to obtain all necessary documentation.
4. Ensures all necessary regulatory documentation on file is accurate and up-to-date.
5. Regularly saves and uploads documents to appropriate drives and internal systems; ensures a clean and organized filing system.
6. Retrieves and provides as needed documentation as they are requested by other departments such as R&D and QA/QC.
7. Purges, shreds and assists with disposal of old documents, as approved by manager.
8. Logs incoming samples and creates a raw material evaluation form.
9. Prepares sample shipments to various 3rd party labs.
10. Performs any other related duties as may be required by manager.

Requirements:

- Associates Degree Required in a science related field such as Food Science or Chemistry; Bachelor's Degree Preferred
- Experience with reviewing specification sheets required.
- Two or more years experience in document control.
- Experience with sourcing for dietary supplements a plus.

- Strong organizational skills and attention to detail.
- Proficiency in computer office software applications.
- Excellent verbal and written communication skills.

Job Status: Full Time/ Non-Exempt

Schedule: Day Shift

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to occasionally alternate between sitting and standing positions. The employee frequently is required to reach with hands and arms, use hands and fingers to handle controls, computer and mouse; talk and hear. The employee is occasionally required to walk, stand, stoop, and lift as required to file documents or store materials throughout the work day. Specific vision abilities required by this job include close vision and the ability to adjust focus. Proper lifting techniques required. May include lifting up to 25 pounds on occasion.

We are an equal opportunity employer.