



## **Job Opening – Quality Assurance Specialist**

### **Full time - Permanent**

Location: Tab Labs Head Office & Plant - Langley, BC

**Date** – March 1, 2021

### **The Opportunity:**

Tab Labs currently has an exciting opportunity for a motivated Quality Assurance Specialist. The focus of this position is to ensure that products and services meet the established standards set by the company. Responsibilities include maintaining strong overall quality control of products made by the company adhering to reliability, performance, and customer expectation.

### **About Tab Labs:**

#### Who We Are

At the heart of Tab Labs our vision is a strong, solid, well-managed exciting and innovative company with high business ethics and an excellent reputation. A company that offers great opportunities and a place where people like to work. Tab Labs is owned by Fertin Pharma in Denmark and is part of a global organization with over 700 employees across manufacturing facilities in Canada, Denmark, and India.

#### What we do

Develop and manufacture innovative & sugar free confectionary and nutraceutical oral delivery systems (tablets, gum, lozenges) that enhance the efficacy of active and functional ingredients. We ensure the highest standard of food safety without compromising taste, texture, and the consumer experience.

#### Our Benefits

Tab Labs offers a competitive compensation package, a benefits program, and a work environment where our team members are highly engaged.



### **Key Responsibilities**

- Coordinating with HACCP & production teams to ensure risk assessment is undertaken.
- Assures consistent quality of production by developing and enforcing good manufacturing practice (GMP) systems, validating processes, and providing documentation.
- Maintains and improves product quality by completing product, company, system, compliance, and surveillance audits, and investigating customer complaints.
- Prepares quality documentation and reports by collecting, analyzing, and summarizing information and trends including failed processes, stability studies, recalls, corrective actions, and re-validations.
- Monitor the disposition of all issued nonconformance reports.
- Coordinate all QA/QC activities with the site QC manager.
- Provide training and support to staff on systems, policies, procedures, and core processes.
- Schedule third party testing and retention for sample ingredients and products.

### **Skills and Qualifications**

- High school diploma required, associate's or bachelor's degree in a scientific field preferred.
- 2-3 years of experience working in a lab.
- Computer skills: knowledge of Microsoft Office and other relevant computer programs
- Analytical and numerical skills: ability to perform mathematical calculations (add, subtract, multiply, divide) in different units of measurement; ability to use concepts such as fractions, percentages, and ratios.
- Strong attention to detail with strong analytical skills.
- Excellent organizational skills.
- Strong communication skills, both written and spoken.

Please submit your resume in confidence to [stevent@tablabs.ca](mailto:stevent@tablabs.ca) Please include the title of the position in the subject line of your email.

*We thank all applicants for their interest; however only those selected for an interview will be contacted. Tab Labs is an equal opportunity employer.*