



## **Quality & Safety Compliance Coordinator**

The Quality & Safety Compliance Coordinator supports the administration and ongoing maintenance of Snobelen's quality, food safety, health & safety, and regulatory compliance systems across all business units, including grain, seed, and export operations.

Working closely with Operations, Export, Seed, and HR, this role helps ensure Snobelen's systems are organized, up to date, audit-ready, and practical for day-to-day operations.

### **Role Responsibilities**

#### **Quality Compliance**

- Support and maintain quality and food safety systems and certifications, including:
  - CIPRS, HACCP, RTRS, FEMAS, AWSA, SMETA
- Coordinate and support internal, customer, and third-party quality and certification audits
- Maintain and govern quality and food safety documentation and records
- Support traceability systems and traceability reporting
- Track and coordinate customer complaints, non-conformances, and quality incidents, including investigations, documentation, and follow-up actions
- Support continuous improvement by tracking trends, issues, and corrective actions
- Support and administer quality sampling and monitoring programs
- Help ensure the integrity, documentation, and audit defensibility of all quality monitoring and verification activities
- Coordinate compliance-related quality training programs
- Translate regulatory, customer, and audit requirements into practical, workable, operations-aligned processes

#### **Safety Compliance**

- Support the Health & Safety Committee and safety program administration
- Support a practical, risk-based approach to compliance with federal health and safety legislation and regulatory requirements
- Maintain safety documentation, records, and compliance evidence
- Work closely with HR and Operations to ensure safety standards are practical, understood, and consistently applied

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### **What Success Looks Like**

- Audits are well-organized and run smoothly
- Documentation is current and reliable
- Issues are identified, tracked, and followed up
- Compliance systems are stable, predictable, and practical for Operations