



Quality Assurance Manager Job Description

Who we are: Established in Raleigh, NC in 2018, Next Century Spirits (NCS) blends together traditional techniques and unique finishing technologies to create enhanced distilled spirits. Our patented post distillation filtering and finishing technology creates a tool for the traditional distiller to expand their repertoire of achievable flavors and aromas while improving quality, maintaining consistency, and reducing supply chain issues. This technology allows for tight control over the entire production process, resulting in the ability to create bold and unique flavor customization options for brands to choose from in order to expand product portfolios and fulfill market needs.

Primary Duty: At NCS, we develop a range of distilled beverage products and blending components for our customers. We are currently seeking candidates for a Quality Assurance Manager position in Durham/ Zebulon, NC. This is a hybrid role that will include assisting with production and laboratory duties. The position will work under the supervision of the VP of Operations and work closely with the Laboratory team.

The Quality Assurance Manager will be responsible for ensuring that products and services meet current and future customer specifications, the company's quality and reliability standards as well as regulatory requirements.

Location: This location will be based in Durham/Zebulon, NC.

Responsibilities:

- Manages and tracks deviations, investigations, and product complaints and works with departments on completing them on time.
- Inspects inbound dry goods, liquids, and other deliveries to ensure those products meet the appropriate quality specifications.
- Creates, reviews and approves all policies, SOPs, work instructions, forms, and templates for accuracy and conformance to established guidelines, policies and practices
- Implements continuous improvement through utilization of System Control Plans, Sanitation Standard Operating Procedures (SSOP), HACCP and Consumer Complaints.
- Develops, implements, and delivers training on QA procedures and GMP Training.
- Facilitates production activities to meet quality/safety specifications and regulatory standards by providing training, auditing, troubleshooting and incident management.
- Assists in efforts to educate and train the workforce on food quality and safety issues. Conducts training specifically for plant employees and regularly follows up with employees to ensure that they understand the requirements of their jobs.



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- Conducts audits in accordance with Hazard Analysis and Critical Control Point (HACCP) / Environmental compliance procedures.
- Participate with the R&D and BevDev teams in investigations of product quality issues and developing corrective action and preventative action plans as necessary.

This Job Might Be For You If:

- You enjoy solving problems. You love taking on difficult challenges and finding creative solutions. You don't get flustered easily. If you don't know the answer, you will dig to find it.
- You pay attention to the details. As far as you're concerned, anything worth doing is worth doing right, every single time. You stay focused, and nothing falls through the cracks on your watch. But you are also willing to listen to feedback and take direction as needed.
- You think on your feet. You like learning new things, and you can learn quickly. When things change, you know how to roll with the punches.
- You are highly collaborative. You recognize that anything we create can always be done better when we do it together.
- You are motivated and driven. You volunteer for new challenges without waiting to be asked. You're going to take ownership of the time you spend with us and truly make a difference.
- You are a strong multi-tasker. You can handle, manage, and lead multiple projects at the same time.
- You want to work in a fast paced, entrepreneurial environment where you can make an impact immediately.
- You thrive in a changing environment. You have the resilience and flexibility to adapt in a constantly changing and fast moving organization.
- You have strong communication and presentation skills. You know that clarity of communication enables the team to move faster.
- You want to work in an industry that is a ton of fun . . .

Minimum knowledge, skills and abilities required to successfully perform major duties/responsibilities:

- Knowledge of federal and state food industry regulations.
- Knowledge of food manufacturing – beverage.
- Understanding of sanitation and pest control practices.
- Familiarity with GFSI standards.



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- Strong computer, document management skills and attention to details.
- Ability to effectively communicate in verbal and written form.
- Dexterity required for handling and performing tests in an accurate manner. Ability to record data as needed.
- Strong problem solving/troubleshooting skills.
- Solid understanding of a production / manufacturing environment.
- Strong auditing / assessment skills.
- Proficiency in computer programs / software such as Microsoft Word, Outlook, Excel, Access, Power Point).
- Working knowledge of regulatory and quality system requirements –HACCP, Good Manufacturing Process (GMP), etc.

Requirements:

- Bachelor's degree in a life science field required.
- 1-2 years related experience required; 5 years preferred
- Presents solid understanding of quality assurance concepts and practices.
- HACCP certification (desired)
- Demonstrated knowledge of Quality Systems and GMP within a FDA-regulated environment.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, disability status, age, sexual orientation, gender identity and expression, marital status, citizenship, HIV/AIDS status or any other legally protected factor.

Immigration sponsorship is not available for this position. Applicants for U.S. based positions are generally required to be eligible to work in the U.S. without the need for current or future sponsorship. Candidates must pass a background check and drug screening prior to employment.

Please include the job title in the subject along with an attached resume and cover letter.

Job Type: Full-time

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Flexible schedule
- Paid time off