

<b>Position:</b>	Quality Assurance Manager
<b>Job Type:</b>	Full Time Salary
<b>Location:</b>	Canada
<b>Reporting to:</b>	Director of Operations
<b>Functional Area:</b>	Quality Assurance

### Role Summary

As the Quality Assurance (QA) Manager of a Health Canada Licensed Producer of Cannabis, you will be responsible for quality monitoring, documentation, records handling, and quality control in compliance with Health Canada's Cannabis Regulations and the European Union GMP Regulations, while taking corrective and preventative measures if necessary.

### Roles Responsibilities

- Staying current with Health Canada regulations.
- Staying current with European GMP Regulations
- Keeping all records up to date and compliant to regulatory standards in preparation for Health Canada, and EU-GMP audits.
- Working with the Director of Operations to ensure proper documentation.
- Inventory reporting to Health Canada and Canada Revenue Agency.
- Ensuring all processing activities are completed as per Standard Operating Procedures (SOPs).
- Understanding, implementing, and training on Good Production Practices (GPP).
- In-process quality monitoring and testing.
- Draft, revise, and review SOPs.
- Train staff on SOPs and ensure ongoing compliance.
- Review batch records and lab certificate of analysis and ensuring that all cannabis is approved prior to being made available for sale.
- Sanitation program inspection and verification.
- Record keeping and documentation.
- Responsible for investigating every complaint received in respect of the quality of the cannabis and taking any measures to mitigate risk.
- Development and maintenance of a recall program
- Responsible for approving the preventive control plan for activities conducted with cannabis extract or edible cannabis
- Responsible for approval of methods and procedures related to GPP
- Preparing representative batch samples for lab testing and retention.
- Configuring and monitoring seed-to-sale software (Ample Organics).
- Reporting to senior management.
- Identify and investigate deviations and perform corrective and preventative actions.

## Direct reports

The Quality Assurance Manager will report to the President and Director of Operations.

## Required Qualifications

### Formal Education or Equivalent:

- Science degree or equivalent
- Quality Assurance Certificate an asset
- The technical knowledge, experience, and training to fulfill the responsibilities as required by Health Canada Cannabis Regulations

### Years of Experience:

- 3-5 years in a QAP role at a licensed cannabis producer

### Competencies, Specialized Skills or Knowledge unique to this role:

- Previous quality assurance experience in cannabis required
- Security Clearance will be required for this position. Previous security cleared status is an asset.
- Must be a quality assurance person approved by Health Canada or meet the requirements to become a QAP under Health Canada

## Performance Metrics

- *Professionalism:* Meeting compliance with regulations at all times
- *Communication:* Lead HC inspections with efficiency and politeness.
- *Accountability:* Identifying and taking preventive measures in response.
- *Learning & Development:* Training new hires on SOP's and re-training expectations.
- *Flexibility:* Keeping up to date with HC regulations and ensuring SOP meet the requirements.
- *Efficiency:* Reviewing and executing records upon completion.
- *Leadership:* Coaching staff on Health Canada Compliance.

## Expected Hours of Work

This is a full-time position that requires but is not limited to, 40 hours per week. Operational hours are dependent on the client and facility operations. This position may be required to work weekends and holidays.

## Working conditions

Have reliable transportation to and from the facility.

## **Physical requirements**

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.

- Ability to lift, push, and pull 50 pounds
- Ability to sit, squat, bend, and kneel repetitively throughout an 8 or 10-hour day
- Ability to stand and walk for extended periods of time
- Ability to visually identify plant health issues, safety hazards, and signage
- Ability to use a ladder up to 12-20 feet high

## **Environmental Conditions**

The QA Manager may be exposed to pollen, allergens, and chemical pesticides at the facility. As well as fumes, dust, odors, extreme heat temperatures, heights, indoor AC, no AC, motion, noise, protective gear, vibrations, and water.