



ISLAND ABBEY
FOODS®



Island Abbey Food Science Ltd® P: 902-367-9722
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Charlottetown, PE E: HR@Honibe.com

Island Abbey Food Science Ltd. has an opening for Process Control Coordinator.

Island Abbey Food Science Ltd. is a specialty food and natural health products producer based in Charlottetown, Prince Edward Island. Island Abbey Food Science is an innovative company and has won global awards for creating patented honey processes. The company is continuing to grow and offers exciting career opportunities in a fun and dynamic working environment.

Job Title:	Reports to:
Process Control Coordinator	Chief Operating Officer

Job purpose

- Create, monitor, and enforce the processes used to make the final product and delivering to customer. Responsible for identifying and developing new processes control for product manufacturing, as well as implementing process controls to make sure all operating procedures are followed. Train team on process, software, and reinforce. Improve the efficiency and profitability of the manufactured product.

Duties and responsibilities

- Manage process of new product development from R&D through to commercialization. This will include review of current process, recognizing opportunities, implementing process improvements, and managing timelines and milestones and handoffs of responsibilities from team member to team member.
- Creating and implementing SOPS - Work with Senior Managers to create continuous process improvements between departments and transfer of information through software ie. Forms, Sign offs, and document control management.
- Working with product pipelines at various stages of development
- Managing projects and timelines to hit deadlines.
- Monitoring and reporting on KPI's to help make proactive business decisions; knowing when to raise concerns to the executive team.
- Key communication between all departments to ensure that all new development projects excel from R&D to Commercialization, production, and QA
- Work with Production, Finance, Inventory Management on reporting and KPI measuring through software program.
- Implement / Train / Troubleshoot project management through ERP software for production tracking and reporting

Qualification

- Bachelor Degree
- Manufacturing experience, Systems management experience
- 2+ years managerial experience in Quality / Production Facility / Project Management
- Background coordinating with I.T. staff to manage and/or upgrade system. Systems implementation experience strongly preferred.
- Significant experience with development, maintenance and compliance of quality and Inventory Systems Management ie. Quickbooks, Fishbowl, Great Plains, Vicinity, Panatracker
- Outstanding communication and presentation and project management skills.
- Demonstrated leadership ability, confidence and executive presence – ability to motivate staff.
- Excellent analytical, reasoning and problem solving skills, attention to process and detail
- Six Sigma, ISO, HACCP, Implementation of Continuous Improvement Culture an asset

Direct reports

N/A

Interested parties please email HR@honibe.com, we thank you for your interest in advance. Only those selected for an interview will be contacted.