

Director of Quality

Phoenix Formulations – Phoenix, Arizona Area

To apply in person: 455 W. 21st St. Suite 102; Tempe AZ 85282

Mon – Thur 8 am – 5 pm or Friday 8 am – 3:00 pm



Phoenix Formulations is currently seeking a Director of Quality to lead the organization's quality improvement principles, strategies, approach, and methodologies related to compliance and operational quality.

What you would be doing ~ Plan, direct, or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

This position contributes to furthering our reputation in the industry and the community of effectively delivering products and services to our customers and to your coworkers with integrity. A non-negotiable requirement of working for our Company is maintaining, modeling and acting in accordance with the Core Values of Phoenix Formulations:

1. Internal and External Customer Service with a laser focus
2. Honesty and Integrity
3. Personal Accountability
4. Work smart, work hard
5. Making the lives we touch better today than yesterday
6. Creating wealth through profits and growth

Job Responsibilities - to ensure the quality and safety of the product will include, but not be limited to:

1. Create and drive strategy for overall quality, compliance and regulatory guidance relative to manufacturing and food product safety
2. Oversee programs and administer controls to ensure compliance with FDA, cGMPs and other applicable food and drug regulations
3. Coordinate with other managers and associates to identify critical success factors, develop measurement systems, and implement continuous process improvement methodologies
4. Develops and leads the Internal Audit process to track compliance of the Quality Management System
5. Lead root cause investigations into quality issues, with corrective and preventative actions
6. Implement corporate quality policy, procedures and activities such as the inspection process, nonconforming materials process, internal and external audits, corrective and preventative action investigations, and change control for documents, processes, and products

7. Provide effective and meaningful communication regarding issues, objectives and initiatives
8. Function as the company headquarters leader for Dietary Supplement (21 CFR 111) and FSMA (21 CFR 117) regulatory compliance
9. Conducts annual Dietary Supplement and Food cGMP audits of all contract manufacturers
10. Review and approve all procedural documents from production and analytical testing
11. Develop and monitor KPIs for quality and compliance systems and initiatives
12. Understand and use customer/consumer feedback and monitor industry-wide technical and regulatory trends
13. Ensure every contract manufacturer and warehouse meets the company published Quality Expectations criteria
14. Reports to work regularly and on time.
15. Perform duties safely and to report unsafe conditions or actions.
16. Assists in other duties as needed and directed

Education and Experience:

1. Bachelor's Degree and a minimum of 5 years' relevant management experience
2. Experience within dietary supplement industry is preferred

Knowledge and Skills:

1. Skilled in monitoring, analyzing, troubleshooting, critical thinking, process control, time management, follow-through, relationship building and conflict resolution
2. Demonstrate understanding of regulatory issues, food safety laws, regulations or standards, food production processing, and Food and Dietary Supplement cGMP's
3. Understanding of Manufacturing processes, Quality Management Systems, human resources and safety of personnel

***Disclaimer :** This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, may be part of the job.*

We look forward to hearing back from you to learn more about you and how you believe you would be a good fit for this position!