

## **POSITION DESCRIPTION**

Mainland Holdings Ltd

### **AM9094 - Quality Management Systems Manager**

Mainland Holdings Limited, is a wholly Papua New Guinea owned company and a leading producer and distributor of fresh, frozen day-old chickens, fresh eggs, stock feed and flour products under the 3 Roses brand in Papua New Guinea. Applications are invited from qualified and experienced professionals for this role based in Lae.

#### **QUALITY MANAGEMENT SYSTEMS MANAGER**

This role will report to the Chief Executive Officer and will be responsible for formalizing and documenting all process systems, procedures and responsibilities for achieving quality products. He or She is also tasked to coordinate and direct all MHL's activities to meet standards, regulatory requirements to improve Quality and efficiency within the company on a continuous basis.

#### **Key Responsibilities:**

- Coordinate, support and review to update the QMS system and the electronic document management system
- Provide support to departments to ensure documents are created/edited in line with approved QMS procedures
- Monitor, reconcile and audit approved documents, to ensure all compliance requirements for format, content, standardization and periodic review are met
- Provide leadership and oversight to ensure the QMS system is in line with customer expectations for all final products
- Provide oversight and support of periodic document review process
- Maintain key elements of the QMS Customer complaint resolution, Root Cause Analysis, Corrective and Preventive action, Internal Audit protocol, Management Review.

#### **Qualifications, Skills & Experience:**

- Bachelor's degree in Food Science, Certificate in Occupational Health & Safety or equivalent or qualifications for quality management system
- First Aid Certificate
- Train the Trainer Certificate or Cert IV in Training, Risk Training certifications
- Internal and External Auditor Training
- Minimum of 10 years experience in Managing Safety, QMS, ISO90001, HACCP, AS9100
- Experience in Licensing, Certifications, Accreditation, External and Internal Audits on food processing standards, quality assurance, process control and analysis
- Experience in liaison with international agencies, government departments and stakeholders
- Innovative and results oriented, staff coaching, mentoring business communication skills
- Proficient in using MS Office Suite (Excel, Word and Outlook).

**This position is open to PNG citizens only.**

#### **APPLY NOW**

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the online application form and attach the following - updated CV, including details of three (3) referees with current contact details.

For more information or to request a full Position Description email [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) alternatively, call (+675) 7500 7500.

**Applications close COB Friday, 30<sup>th</sup> August 2024**

*Only shortlisted applicants will be contacted*

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) together with a copy of your CV in MS Word format.

**Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview.**