



Job Description For Junior Specifications Technologist

Job Title:	Junior Specifications Technologist
Reports to:	Specifications Technologist
Accountable to:	Technical Director
Location of Base:	Monument Road, Bicker, Boston, Lincs. PE20 3DJ - Main Factory Site.

Company Objectives

1. To work to the Company Quality Management System and to apply it fairly and consistently in order to preserve the Food Safety, Legality and Quality of all products sold. In doing so, protecting the values and reputation of the company.
2. To ensure total customer satisfaction.
3. To assist in maintaining all business certifications and customer approvals such as BRC Global Food Safety Initiative, Organic Certification etc.
4. To work in a manner that enhances the customer perception of the business and adds value allowing the company continued growth and success.

Job Purpose.

- To assist in the company's technical function in relation to completion of customer specifications and information provision. This will be in different formats either standard office documents or web-based specification managers such as Qadex, TTL, etc.
- Author and maintain a portfolio of specifications to support the production of JDM Food Group products.
Ensure all data available to the users is accurate, consistent and robust, enabling efficient production and clear information to consumers that comply with JDM Food Group policies and relevant legislation.
- Must be proficient at understanding current and emerging legislation related to food labelling, F.I.R legislation, and allergens and apply these to the product knowledge and finally the specification.
- To compile, edit and maintain high quality ingredient, product, consumer information and packaging specifications.
- Liaise with other areas of the business as well as externally to obtain data in order to complete specifications. To work closely with technical and also the Raw Material Controller to ensure that all raw material specifications are up to date, robust and accurate.

-Utilise various data sources to ensure accuracy and consistency of data. Nutricalc, USDA Nutritional Database and web-based sources.

-To maintain a database of specifications which are updated monthly and issued out to the Technical and Sales Team as a live data-base.

-To prioritise their work load to ensure customer expectations are met on time, whilst understanding that priorities can change rapidly and to be able to modify one's work flow accordingly.

-Assist the senior management team to meet company goals by ensuring operational needs are met.

-To be able to apply usual risk assessment tools in order to determine allergens, intolerance data, and multi-ingredient recipes.

To ensure that all the finished products have completed specifications within a timely manner or at the request of the customer.

- Input data into JDM's internal system to ensure that the business can utilise the completed specifications.

- To be the first point of call to handle customer spec related queries should they arise.

- To be in a position to travel to customers' sites in support of the commercial and/or technical team as needed.

-To challenge and push back issue and queries to the NPD Team and/or the Commercial Team when facts are not transparent or appear to be incorrect or ill thought through.

The Role

The person will be based in the technical / operations office. The time will be split between the office and the factory as are the requirements of the business.

To grow and operate the QMS to meet the Food Safety, Legality and Customer Quality demands of the business. This is clearly a hands on role and a high degree of attention to detail and focus is required, in many cases under tight deadlines.

Key Responsibilities

- 1) To assist the company Specification Technologist in support of the JDM Food Group Ltd Customer Specification (and JDMFG Internal Specification) database.
- 2) Ensure that there is technical, NPD, procurement and operational approval throughout the process.
- 3) To work alongside Technical and provide support at appropriate times and to be involved with factory trials.
- 4) Ensure a "Right first time" approach to the specification writing process.
- 5) To help cover for the Specifications Technologist when required.

Criteria

Be fully literate and numerate, sufficient to write procedures, reports etc

Be fully conversant in MS office computer programme

Be able to work without supervision

Be able to communicate verbally and in writing accurately and effectively with colleagues, suppliers and customers

To have a polite and friendly telephone manner
To develop and maintain excellent relationships internally and externally
To work in an open and honest manner at all times
The role is not for the faint hearted and requires a degree of robustness and tenacity to complete the role well.
To have a flexible attitude to work and understand that hours can run beyond that of the contract as the business needs dictate.

Job Description Agreement

I declare that I have read the job description and confirm that this is an accurate and fair description of the role and the responsibilities I will be expected to achieve in this role

Job Holder:

Signature:

Date:

Direct Manager:

Departmental Manager:

Date: