

WINNING JOB DESCRIPTION TEMPLATE

[Company Name] is seeking a **[Job Title]** at a [industry type] in **[City, State]**

[Blurb about the job/your company; sell the job; what's in it for the candidate]

Location: [City, State]

Shift: [Include Days when they will work, Shift Times, etc.]

Compensation: \$ / hour or \$/ year or a range \$ to \$ / year (Based on Experience)

Similar Positions: [Include 2-3 Similar Positions that someone may search for]

Benefits: [Include all benefits of working at the company below]

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Responsibilities of [Job Title]:

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Requirements of [Job Title]:

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Options to Apply: [Include all ways to apply below such as career site, office address, office phone number]

- Submit Application below

Who is [Company Name]?

[Include a more detailed blurb about your company]

We are an equal opportunity employer.

SAMPLE JOB DESCRIPTION

HireLevel is seeking a **Quality Assurance Manager** at a food production plant in **St. Louis, MO**.

Since being created in 2013, our client has been leveraging the strengths of its two core companies by bringing together decades of success in innovation, product development, as well as leading technology and production processes.

But it's their dedicated and unified team with a "customer-centric" and "can-do" attitude that is at the heart of the company. They pride themselves in fostering a positive work environment and company culture, and they can back it up. If you thrive in a fast-paced setting, are passionate about food quality, and love growing and developing other team members, apply today!

Location: St. Louis, MO.

Shift: Monday – Friday | 8a – 4p

Compensation: \$80,000 - \$90,000 / year

Similar Positions: QA Manager | Warehouse Manager | Food Production Manager

Benefits:

- Medical, Dental and Vision insurance
- Life insurance (100% employer paid)
- 401K with employer matching
- Vacation, Sick, and Holiday pay

Responsibilities of Quality Assurance Manager:

- Develop, implement, manage and integrate a HACCP program for manufacturing
- Serve as the primary quality control resource for problem identification, resolution, loss reporting and continuous improvement
- Support concurrent engineering efforts by participating in design development projects representing quality assurance and the customer
- Design implement and document procedures for process control, process improvement, testing and inspection
- Establish and implement metrics (process capability, control charts, measurement quality) for monitoring system effectiveness and to enable managers to make sound product quality decisions
- Establish collection and analysis systems of statistical data to predict trends that will affect improvement of product quality
- Analyze customers' product specifications to establish efficient, cost-effective requirements for ease of manufacture and reproducibility
- Develop quality planning methods for all product lines
- Monitor vendor performance and establish criteria and rating system for critical vendors

Requirements of Quality Assurance Manager:

- BS/BA in Food Science, Microbiology, Chemistry, or related fields
- 5+ years' experience in QA systems implementation and management
- 5+ years' experience in developing, implementation, and maintaining HACCP and Food Safety programs
- Broad knowledge of theory and principles of statistics and statistical process control
- Experience in designing and implementing quality systems
- Diverse knowledge of inspection and control methods, techniques, and documentation
- Excellent communication skills (written and verbal)

Options to Apply:

- Apply Below
- Give Whitney (Recruitment Specialist) a call to discuss details at 618-993-9675
- Email Whitney (Recruitment Specialist) at wmorris@hirelevel.com.

Who is HireLevel?

HireLevel is not just your average HR solutions company; we're the wizards of recruitment, payroll, and all things HR! Whether you're looking for a temp to hire, aiming for direct hire, or want to explore your options, we've got the path for your career success! Our staffing services include clerical or administrative, customer service, call center, warehouse/production, forklift drivers, machinists, welders, picker/packers, maintenance technicians, accounting/finance, human resources, and management.

Don't just dream about the perfect job – make it a reality with HireLevel! Ready to join the coolest team in town? Apply now and unlock the door to your next great adventure at <https://jobs.hirelevel.com/>.

We are an equal-opportunity employer.