

JOB DESCRIPTION

Job title	QC Executive
Reports to	QC Manager / Plant Head
Department	Quality Control / Quality Assurance
Location	Navsari
Position Type	Full-time
Salary	As per industry standards / Based on experience
Total openings	1

Description: We are looking for a detail-oriented and experienced QC Executive to ensure the highest standards of product quality and safety in our manufacturing (FMCG) plant. The role involves conducting inspections, laboratory testing, monitoring production processes, and ensuring compliance with food safety regulations. The QC Executive will play a vital role in maintaining product consistency, minimizing quality issues, and continuous improvements in the product quality. Responsible for ensuring compliance with food safety standards and maintaining product quality through inspections, testing, and process monitoring.

Roles and Responsibilities:

- Conduct regular quality checks of raw materials, packaging materials, in-process samples, and finished/manufactured products.
- Perform physical, chemical, and microbiological tests as per company defined protocols.
- Ensure compliance with FSSAI, ISO, HACCP, GMP, and other regulatory standards.
- Monitor and record quality parameters during the production process to maintain product consistency.
- Investigate quality deviations, identify root causes, and recommend corrective & preventive actions.
- Maintain and update quality documentation, inspection records, and laboratory reports.
- Coordinate with Production, Procurement, and R&D teams to resolve quality concerns.
- Ensure calibration and proper functioning of all laboratory instruments/machines.
- Support internal and external audits by providing necessary reports and data.
- Promote awareness of food safety, hygiene, and quality standards among all employees/staff.

Skills Required:

- Strong knowledge of quality testing methods in FMCG/food industry.
- Hands-on experience in laboratory testing and quality analysis.
- Familiarity with regulatory standards (FSSAI, HACCP, ISO, GMP).
- Analytical mindset with attention to detail and accuracy.
- Strong communication and documentation skills.
- Ability to work collaboratively with cross-functional teams.

Skills Expansion:

- Knowledge of **ERP systems for QC documentation**.
- Experience in **root cause analysis tools (5 Whys, Fishbone, CAPA reports)**.
- Training/certification in **ISO 22000 or HACCP** (if relevant).

Qualifications & Experience:

- Education: B.Sc. / M.Sc. in Food Technology / Chemistry / related field.
- Experience: Minimum 3 years of experience in Quality Control within the FMCG/food manufacturing industry.

Preferred Salary:

Based on experience and company norms.