



CO2 Regulatory Affairs and Quality Manager

Department: POET Ethanol Products

FLSA Status: Exempt

SUMMARY

The Regulatory Affairs and Quality Manager is responsible for the oversight and management of the POET liquid carbon dioxide (CO2) compliance systems. More specifically, the responsibilities of this position include but are not limited to: first point of contact for all regulatory and quality related deliverables, providing Safe Quality Food (SQF) program management oversight to biorefineries, ensure biorefineries are in compliance with necessary customer requirements, assist biorefineries in preparing for third party and government audits, and working closely with the POET Plant Management Quality Control team to ensure the design and function of the quality system is appropriate to meet POET's customer base needs and the needs of applicable government agencies. In addition, this position will be responsible for the collection, review, and reporting of key performance indicator data associated with their work in these areas.

ESSENTIAL FUNCTIONS

1. Serve as the primary point of contact for all regulatory and quality related items for POET' CO2 Functions.
2. Interface with appropriate government agencies and representatives to ensure POET's interests are properly protected.
3. CO2 analysis calibrations, maintenance and replacement procedure management and oversight.
4. SQF, cGMP, HACCP, FSSC 22000 and other third party program oversight as applicable to CO2.
5. Customer requirement oversight and implementation.
6. Work closely with the POET Plant Management Quality Control team to ensure adequacy of the Quality System.
7. Work closely with the POET Plant Management Team to implement any new provisions required by customers and/or government agencies.
8. Perform all tasks associated with Safety/Quality, assigned or as needed, to meet internal and external requirements relating to the delivery of safe, quality products.
9. Manage a system of key performance indicators to show continued improvement at the biorefineries regarding compliance.
10. Delegate responsibility and expect accountability among team members by fostering a spirit of teamwork.
11. Assist POET Biorefineries through troubleshooting and on-site training.
12. Work in an honest and ethical manner; maintain confidentiality on all business-related matters.
13. Foster a culture of safe behavior and environmental compliance at all times.
14. Maintain a team environment, driven by a customer service focus, at all times and champion POET in the community.
15. Other duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS/COMPETENCIES

To perform the essential functions of this position successfully, an individual should demonstrate the following competencies:

- Bachelor's degree in Analytical Chemistry, Biochemistry, Microbiology, Biology, or related science required.
- SQF and/or FSSC 22000 knowledge. Ideal candidate will have experience building, deploying, and managing SQF or FSSC 22000 systems as well as adapting SQF to CO2 specific requirements.
- HACCP Certification and SQF Practitioner Certification required.
- Experience in managing SQF systems and other third party audit/customer requirements.
- Preventive Controls Qualified Individual (PCQI) lead instructor certification a plus.
- Experience in process optimization such as TPM or Lean Manufacturing to facilitate program roll-out and benchmarking.
- Ability to work in fast-paced environment while meeting multiple deadlines.
- This person must be self-motivated and have the ability to work with little supervision.
- Proficiency in Process Information (PI) and Statistical Process Control (SPC) software is a plus but not required.
- Knowledge in Microsoft Office Suite and the ability and willingness to learn new software applications.
- Excellent organizational, time management, and communication skills as well as the ability to adapt to change.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is largely self-directed and requires a thorough understanding of company policy, procedures, and values. Team members will be required to adhere to all safety requirements at all times and in all work environments. This position operates in office environment.

Travel is required up to 50% of the time.

Specific Physical requirements may include:

- Sitting approximately 90% of the time while working on a personal computer.
- Occasionally lifting weights of up to fifty (50) pounds or less.