



Regulatory Affairs and Quality Manager

Department: POET Nutrition

FLSA Status: Exempt

SUMMARY

The Regulatory Affairs and Quality Manager is responsible for the oversight and management of the POET Nutrition 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 and Animal Food Quality Assurance Program (AFQA) management oversight to biorefineries, ensuring biorefineries are in compliance with necessary customer requirements, assisting 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 Nutrition's customer base needs and the needs of applicable government agencies. This position will be responsible for the collection, review, and reporting of key performance indicator data associated with their work in these areas. In addition, this position has the ability to work remotely; attendance will be required at the POET Nutrition office one or two times per month.

ESSENTIAL FUNCTIONS

1. Serve as the primary point of contact for all regulatory and quality related items for POET Nutrition.
2. Interface with appropriate government agencies and representatives to ensure POET's interests are properly protected.
3. SQF, AFQA, cGMP, HACCP, and other third party program oversight relating to feed and food co-products marketed by POET Nutrition.
4. Customer requirement oversight and implementation.
5. Completes foreign country product registrations in support of the commodity export teams.
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 Animal Food Safety/Quality, assigned or as needed, to meet internal and external requirements relating to the delivery of safe, quality feed products.
9. Manage a system of key performance indicators to show continued improvement at the biorefineries regarding compliance.
10. Interface with other POET entities to help bring novel/new products to a commercially viable scale.
11. Delegate responsibility and expect accountability among team members by fostering a spirit of teamwork.
12. Assist POET Biorefineries through troubleshooting and on-site training.
13. Work in an honest and ethical manner; maintain confidentiality on all business related matters.
14. Foster a culture of safe behavior and environmental compliance at all times.
15. Maintain a team environment at all times and champion POET in the community.
16. 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 field required.
- Ideal candidate will have experience building, deploying, and managing quality systems.
- HACCP Certification required.
- Experience in managing 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. This position has the ability to work remotely; attendance will be required at POET Nutrition Headquarters one to two times per month.

Specific Physical requirements may include:

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