



JOB DESCRIPTION

Technical/Compliance/QC/R&D Manager

Background

Garuda International's headquarters is located in Exeter, California, a small town situated in the foothills of the Southern Sierra Mountain Range. In 2007 Garuda built a "Green" facility that is environmentally efficient and people-friendly. Our office features a large open-air atrium and a workout room/gym, locker-room/showers and a bike rack for employees that want to bike to work or exercise to help maintain good health.

Garuda's business serves the food, beverage, dietary supplement, cosmetic, pet food, animal feed, and agro-industrial industries by providing nutritional and functional ingredients to manufacturers around the world. Our growth plans will also include new proprietary consumer and industrial products.

Being a smaller, growing company and working in competitive industries makes it essential that each employee is willing and able to do whatever tasks are needed at the time to keep the company competitive and growing successfully. We are a tight-knit team that cares about each other and cares about doing beneficial work in the world, while providing useful and meaningful products to our customers. We strive to conserve resources, reuse and recycle whatever we can with the intention of lessening our environmental impact on our world for the benefit of current and future generations.

The Position:

As Garuda's Technical, Compliance, QC & R&D manager, you will report directly to the President and General Manager and will be responsible for maintaining and improving all quality systems within the company as well as assuring regulatory compliance in all aspects of the company. This is a very "hands-on" position where you will be expected to enjoy getting involved and "getting your hands dirty"! You must be self-motivated, disciplined and manage your time well.

You will also have the opportunity to develop and implement research and development projects to enable the company to continue to remain competitive and current.

This position is responsible for planning and executing all quality control and regulatory compliance systems and product development programs, both short and long range by performing the following duties personally and in cooperation with others.

- Development, implementation and maintenance of SOP's and procedural manuals for Q/A and to meet food & dietary supplement and other industrially required cGMP's
- Development, implementation and maintenance of policies, procedures and objectives for quality assurance & regulatory compliance in all aspects of the company
- Interfacing with technical, Q/A and operational staff at contracted manufacturing facilities and customer facilities worldwide.

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- Recruiting and training technical staff as needed for growth
- Composing clear written communications to customers and prospects in various countries and be responsible for following up with customers/prospects relating to technical matters
- Traveling domestically and internationally as might be required from time-to-time should it be required for Q/C manufacturing audits and other technical or sales related visits to customers, vendors or trade exhibitions
- Attending trade exhibitions and conferences domestically and abroad to interface with customers and to deliver technical presentations
- Be highly detail-oriented in execution of all tasks
- Creating & maintaining databases, searching names and merging letters with data in the databases
- Filing, retrieving & reviewing technical literature and correspondence in paper and digital formats (Intranet & Internet)
- Completing customer quality questionnaires and surveys
- Answering phones and providing technical customer service

Additional Important Skills:

Excellent English writing, speaking and grammar skills
Highly organized with neat and tidy work habits
Familiarity with all office equipment (phones, fax, computers, copier, etc.)
Experience with Windows based computer systems & Microsoft Office
Good phone manner and skills
A team oriented attitude is imperative
Must be self-motivated, and willing to do any jobs required in a busy company
Able to lift 30 lbs.
Able to get along with and work with others - excellent communication skills
Must have a sensitivity to other cultures and be willing to learn
Humility and a positive attitude are essential
Ability to create technical documentation in various computer formats

Other helpful skills:

Nutraceutical and/or food industry experience
Foreign language ability (Spanish and Chinese, in particular)
International experience or background

Education/Experience/Certifications:

We prefer a minimum 4 year degree in a technical field and/or quality control/food technology.

Relative experience is also invaluable. **Aptitude** for learning and a positive “can-do” **Attitude** are highly valued by our company culture.

FSVP, HAACP, GFSI certifications are needed to fulfill the requirements of this position, however, the company may arrange for training and certifications for exemplary candidates.

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