

Occupational Description

Position Title	Product Development Assistant
Reports to	Quality Assurance Manager
Job Type	Full Time
Job Code	QA102

Position purpose

- Assist the Quality Assurance Team with experiments on new products or product solutions to meet customer objectives.
- This position works closely with cross-functional teams (e.g. Engineering team, Manufacturing team, Senior Project Manager) to commission the machinery on time and on budget.

Duties and responsibilities

- Assist with experimental trials on products according to customer objectives; collect and analyze data, maintain accurate laboratory notes and prepare trial reports for customers and internal use.
- Setup, calibrate, evaluate and operate basic and specialized pilot plant and laboratory equipment.
- Maintain a clean and organized pilot plant and laboratory by following the SSOP's (e.g. discarding waste and cleaning and sanitizing countertops, floors, sink, equipment etc.).
- Conduct literature searches and maintain up to date information on product safety, processing, packaging and regulatory compliance related with assigned projects.
- Assist with commissioning activities; identify and report broken, damaged or unsafe equipment.
- Adhere to all food safety, pre-requisite programs and practices; wear PPE in designated areas.
- Assist with demo runs to potential customers.
- Maintain and update a library of test products.

Qualifications

- Education
 - Bachelor's degree in Food Science, Food Engineering or equivalent.
- Experience
 - 0-1 year experience in production and manufacturing industries.
 - 0-1 year experience R&D laboratory experience.
 - Knowledge of plant QA systems (e.g. HACCAP, GMP) and food regulations
 - Proficient computer skills; Microsoft Office (Word and Excel).
 - Familiar and understand laboratory procedures and equipment.
- Skills and Abilities
 - Strong ability to manage time and multiple priorities to achieve high-quality deliverables and avoid bottlenecks.
 - Ability to adapt to changing priorities, meet deadlines and have a positive attitude under pressure.
 - Professional etiquette (both written and verbal) with co-workers, customers, vendors and individuals visiting NuWave Research.
 - Strong work ethic and ability to work positively and respectfully with co-workers.

- Ability to work efficiently with minimum supervision.
- Detail-oriented with a commitment to accuracy and quality.
- Ability to understand mechanical components and troubleshooting.
- Ability to thoroughly document experimental work.

Physical requirements

- Ability to walk, sit, or stand for extended periods and navigate safely in an industrial environment (e.g., ladders, stairs, stationary and moving industrial equipment). Must be able to lift 11.3 kg/25 lb.
- Ability to work in closed spaces and/or elevated heights with the proper safety equipment.

Direct reports

- None

Approved by:	
Date approved:	
Reviewed:	