

Job Profile

Job Title: Director of Regulatory & Compliance

Purpose of the job

The Director, C & D will provide direction, leadership and management for all compliance processes and documentation requirements to assure rapid and timely development and manufacturing of reliable and high quality products. This position will work in close partnership with the R&D, Supply Chain and Sales & Marketing organizations.

Organization Chart

VP of R&D
Ingredients and C&D

Director of Regulatory &
Compliance

Reporting

- Hierarchical and functional reporting to the VP of R&D.

*This position will be located in Tucker, GA.

Company Profile

CSM Bakery Products, based just outside of Atlanta in Tucker, GA, manufactures a wide range of bakery products and ingredients for in-store and foodservice markets as well as artisan and industrial bakeries. One of the largest bakery manufacturers in North America, CSM Bakery Products' family of brands includes some of the industry's most trusted brands including Brill, Best Brands, Henry & Henry, Karp's, Telco, Multifoods and Fantasia. For more information, visit www.csmbakeryproducts.com.

Contact Information

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E/O/E

Result areas

- Provide oversight and leadership for all compliance and documentation activities for CSM BP, including customer documentation requirements
- Identify, design and implement all required compliance processes required for the sustainable manufacturing of products under BRC/SQF standards
- Lead in the identification, implementation and maintenance of a comprehensive management system for: vendor specifications, finished product specifications, nutritional information, religious certifications
- Ensure that all required databases are updated and accessible to all stakeholders
- Serve as liaison between C&D and other functional areas to ensure all business needs are being met
- Keep abreast of developments and emerging issues in the regulatory environment and identify regulatory-related business opportunities
- Other duties as assigned by management

Main Competencies

- Critical, independent thinking
- Demonstrated cross-functional effectiveness
- Team Skills: Contributes to team development and performance to achieve team and organizational goals.
- Professionalism & Relationships: Makes efforts to understand the customer, and establishes good relationships with others and displays a professional image.
- Excellent leadership and organizational skills; a customer service mind-set required.

Skills/ Knowledge & Experience

- Bachelor's Degree Required, M.S preferred: Food Science or equivalent degree/experience
- Knowledge and Proficiency in Food & Nutrition Sciences and Regulatory environment
- A minimum of 10 years experience in R&D and/or Quality for a major Food Manufacturing company.
- Excellent computer skills with MS Office software.
- Excellent leadership and organizational skills; a customer service mind-set required.
- Excellent project management, communication and presentation skills
- Must be organized and detail oriented, and possess the ability to multi-task.

* It is the responsibility of the employee to notify his/her current manager regarding a job bid for a position in a different department.