



## **Technical Manager (TT2025)** **Full Time (working 40 hours p.w.), Permanent** **Salary: £42,000**

Established in 1938, Cotteswold Dairy is one of the UK's leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first class customer service.

**The Role:** Reporting to the Factory Manager.

*The main responsibilities and functions of this role include:*

- Direct Quality Assurance operations for the company
- Developing and controlling quality programs
- Monitor Production Department's conformance with quality systems
- Understand, establish and audit quality safety systems associated with the production of a safe product.
- Audit and manage Company operations to ensure legal compliance and to provide due diligence.
- Maintain and develop HACCP and process control systems and documentation in line with Company and customer requirements.
- As a senior member of the Management Team working together to implement improvements in the business' practices and operations.
- Technical support during the NPD process including the approval of new suppliers, product, process in order to meet business strategy of developing added value products
- Source and manage chemical stocks
- Resolve customer complaints, ensuring target levels are achieved and improved.
- Manage the Quality Technician, Farm Liaison Officer and Environmental Officer
- Responsible for and overseeing the operations of the laboratory.

### **The Requirements:**

- Degree/HND or equivalent in a food related subject
- Experience of working within FMCG with the BRC
- Internal and external auditing experience
- Sound technical and food safety knowledge
- Report writing, clear and concise presentation of information
- Excellent attention to detail with clear focus on end results
- Excellent communication skills and strong negotiation skills
- Personal integrity and an ability to work independently
- Good working knowledge of Microsoft Office
- Excellent time management and problem solving skills are essential.

**Start date of the role:** 1<sup>st</sup> October 2020

We are committed to giving you the skills and abilities to carry out your role, providing opportunities to allow you to build a long term relationship with the Company. In addition, we also offer benefits including:

- Competitive salary
- 30 days holiday inclusive of Bank Holidays
- Group Personal Pension Scheme – 4% Employer contribution
- Online employee benefits platform
- Cycle to Work Scheme
- Refer a Friend Scheme – potentially receive £250
- Employee shop – discounted products and potential free delivery
- Free car parking

If you believe you fulfil the above criteria, please send an updated CV or complete an application form (available in the Careers section at [www.cotteswold-dairy.co.uk](http://www.cotteswold-dairy.co.uk)), and write a covering letter, detailing why you believe you are the best candidate for the role and send it to [hr@cotteswold-dairy.co.uk](mailto:hr@cotteswold-dairy.co.uk)

No Agencies please, if you are an agency please respect our policy of no cold calling.

*On receipt of your application, we will collect your name, contact details and other relevant information for recruitment purposes. The information you provide will help us determine your suitability for any vacancy we have. We understand how sensitive this information is which is why we are committed to safeguarding any data we do collect.*