

We are Pilgrim's Food Masters, part of the Pilgrim's family since September 2021, (previously part of Kerry Foods) and we have a proud history of developing brilliant food for our customers and consumers that is enjoyed in millions of UK and Irish homes every year.

The wider Pilgrim's company employs around 60,00 people across the globe and we're one of the world's biggest food companies. We aim to become the best and most respected company in our industry creating the opportunity of a better future for all our team members.

Our Pilgrim's Food Masters portfolio includes famous brands that are some of the UK and Ireland's favourites, such as Denny, Galtee, Richmond and Fridge Raiders. We are the UK's biggest producer of prepared meals, making delicious chilled and frozen ready meals for every major supermarket in the UK. And our Accelerator business includes newer brands like Rollover Hot Dogs and Oakhouse Meals that target different consumer groups in unique ways.

We strive every day to make Pilgrim's Food Master's a safe, healthy and happy place to work for all of our 4,500 employees. We will give full and equal consideration to all applicants regardless of age, gender, disability, race, religion and sexual orientation. Continuing to build a diverse workforce is fundamental to our business and we value the critical role it plays in creating a truly inclusive workplace.

About The Role

Reporting into the Quality Systems Leader, the **Quality Systems Administrator** will provide skilled technical administrative support to the Technical and Operations team by ensuring a standardised approach to QMS activities on site.

This is a permanent role, based 5-days on-site in Enniskillen.

What You Will Be Doing

- Maintain Site Quality Management System ensuring agreed updates and amendments are implemented and controlled ensuring simplified retrieval of all quality records, procedures and audits
- Analyse & Report Quality Performance Metrics /KPI's including laboratory results, supplier and complaints to help drive continuous improvement.
- Customer specific data collation eg customer KPIs, supporting customer required clearance data and customer production reports.
- Manage customer complaints: receive and log complaints from the customer, careline and stores, interface with the production stream on investigation and corrective action to provide a response to the complaints via the careline
- Facilitation of customer investigations
- Monthly Valpack Data upload
- Stock take & ordering of lab supplies

What You Will Need

- Methodical structured approach to work and able to work to tight deadlines
- Food Science/Diploma preferable but not essential
- Knowledge or understanding of food safety principles and standards e.g. BRC/GMP
- Must be proficient at using Microsoft Suite
- Strong self-discipline and the ability to identify and actively plan improvements.
- Flexible and proactive approach to workload

Why Join Pilgrim's Food Masters

Our values are at the heart of our business and drive everything we do. *Availability* is key as we are receptive and open and prepared to take on new challenges. *Humility* is important to us as we listen and respect each other and value opinions of others. *Discipline* is vital to fulfil commitment internally and externally. We need to be truthful to each other and respectful of other opinions, so *Sincerity* drives us. At Pilgrim's we focus on what's practical and important so through *Simplicity*, *Ownership* and *Determination* brings success. All these core values culminate into our vision which is: *To be the best and most respected company in our industry, creating the opportunity of a better future for our team members.*

We want you to have every opportunity to shine and show us your talents. Please let us know if there is anything we can do to make sure the assessment process works for you.