



PRODUCTION, QUALITY & SOURCING MANAGER -- Greenwich, CT

JOB DESCRIPTION: The Production, Quality & Sourcing Manager is responsible for the overall planning and coordination of product manufacturing from start to finish, including sourcing of ingredients and packaging, ensuring specifications are met, forecasting raw material demand, and managing the supply chain proactively. He/She will ensure that goods are produced efficiently at the right cost and level of quality, by several co-packing facilities. While some travel is required, this is a position based out of our office location in Greenwich, CT, within walking distance to the train.

This position reports to the CEO. Munk Pack is a highly innovative and rapidly growing natural foods company with a small, entrepreneurial team and a fast-paced work environment.

RESPONSIBILITIES

- Production planning, oversight, and coordination with contract manufacturers
- Monitoring production runs (remotely & site visits), ensuring that procedures are followed and that products are produced to specification
- Sourcing ingredients for new products, reviewing COAs, and setting up turnkey purchasing by copacker; purchasing packaging and monitoring usage rates and inventory levels
- Assisting team with executing new product development; develop and implement quality specifications during trial productions and beyond
- Forecasting production and supply needs, in coordination with the Sales Operations manager, and budgeting accordingly



- Procurement and management of raw materials and supplies, contracting annual volumes and coordinating draw downs, following market changes that could affect pricing or supply
- Maintaining ERP system data and lot tracking
- Evaluation of production quality retains and conducting quality testing in-house
- Maintaining product certifications (GFCO, OU, Non-GMO Project Verified)
- Improving operational efficiencies and reducing costs
- Implementation of systems to pre-empt, identify, and promptly correct any operational or quality issues
- Documenting and logging any quality issues and conducting root cause analysis
- Reporting strategies and key metrics, achieving quality and cost targets
- Other duties as needed

REQUIREMENTS:

- 3+ years of experience with a consumer goods manufacturing company
- Excellent organizational and project management skills
- Outstanding attention to detail
- Meets deadlines effectively
- Ability to effectively prioritize and multitask
- Excellent oral and written communications skills, very responsive to emails
- Excellent analytical and problem solving skills

PREFERRED SKILLS:

- Experience working in a start-up environment, preferably in the food or beverage industry
- Experience with inventory management software



- Experience with manufacturing systems, and understanding of Good Manufacturing Practices, process improvements, and materials management
- Quality Assurance background a plus

We look forward to hearing from you!

Apply by sending your resume and a brief email to michelle@munkpack.com