



Quality Assurance Coordinator

BOLD Growth is a small craft-cannabis company providing consistent and high-quality products in the extremely competitive cannabis industry. Our success can be attributed to the collaboration of each of BOLD's hardworking and dedicated team members. At BOLD, we pride ourselves on producing best-in-class craft cannabis products that outperform our competitors.

If you join our team, you will be joining a small group of highly passionate and motivated people who value your role, progressive ideas, and will advocate for your professional development. We focus on continuous improvement, efficiency and building a positive work environment.

If you are enthusiastic, willing to learn, have the openness to adapt, and want to be an integral part of one of the most exciting and desirable companies in the cannabis industry, we'd love to have you.

The **Quality Assurance Coordinator** reports to the Quality Assurance Supervisor and is a key player in ensuring quality department objectives and ongoing compliance requirements are met. The ideal candidate will have quality assurance experience in a regulated environment, writing and reviewing SOPs, sanitation programs, and general QA / QC experience. Working knowledge of GMP and associated regulatory standards (HACCP, Food and Drugs Regulations) is expected.

Duties and Responsibilities

- Provide technical assistance to various departments and assist with identifying compliance and quality assurance requirements while fulfilling company objectives and production deadlines as directed
- Assist in the development and maintenance of quality assurance and regulatory compliance programs such as equipment qualification, calibration and maintenance, supplier qualification/management, facility maintenance, etc.
- Participate with review of batch records and documentation
- Working along with other members of the QA team, develop and improve quality programs and processes
- Coordinate equipment qualification activities including protocol review
- Assist in investigation and closure of deviation and incident reports
- Create, review, and maintain Standard Operating Procedures
- Contribute to overall Quality Department goals
- Other duties as assigned

Qualifications and Expectations

- Bachelor's degree or higher in relevant science (Quality Assurance, Food Science, Pharmaceutical Science or related field)
- 3+ years of experience working in Quality role with experience in a regulated manufacturing environment such as: food & beverage, pharmaceutical, natural health products, or other consumer goods adhering to regulatory bodies such as CFIA, Health Canada, FDA, NCR etc.
- Working knowledge of Cannabis Regulations, ICH, GMP, Ph. Eur., HACCP a strong asset
- Excellent communication and leadership skills are a must



- Able to effectively communicate with all staff, including technical, professional, and upper management
- Flexibility to adjust to shifting priorities and deadlines
- Strong work ethic, self-motivated and adaptable

Conditions and Competencies

- Availability to work full time with flexibility.
- Ability to follow all policies and procedures.
- Must be able to meet required security clearance such as background and police clearances
- Physical ability to lift up to 40lb without assistance
- PPE will be required, e.g. steel-toed safety boots, safety glasses/goggles, etc.
- Overtime/weekends as required

Bold Growth Inc. offers competitive salary packages, an incredible work environment, and career advancement opportunities.

NO calls or drop-ins will be accepted. Submit your resume via email – careers@boldgrowth.ca
We thank all applicants; however only qualified candidates will be contacted for an interview.
Successful candidates may be required to pass a background/police check.