GUAYAKI SUSTAINABLE RAINFOREST PRODUCTS, INC.

JOB DESCRIPTION

Job Title: TraceGains Document Coordinator
Department: Production & Innovation
Reports To: Quality Systems Manager
FLSA Status: Temporary -Non-Exempt, Part-Time

Position Summary: The TraceGains Document Coordinator is responsible for creating, requesting, reviewing, and approving documents related to the Guayaki Food Safety Program including (ingredient, finished goods, suppliers, storage). The TraceGains Document Coordinator is responsible for generating ingredient, raw material, and finished goods specifications and reviewing and approving submitted documentation.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works with Supply Chain to build supplier participation in TraceGains documentation uploads.
- Utilizes TraceGains to review and maintain supplier and copacker documentation.
- Utilize TraceGains to create and share raw material and finished product specifications.
- Writes and maintains Quality department documentation related SOP’s in collaboration with Quality, Innovation, Supply and Inventory teams.
- Works with Supply Chain to qualify ingredients and suppliers.
- Works in collaboration with Quality, Innovation, Compliance and Supply Chain to ensure the quality of Guayaki products.
- Analyze and interpret data as requested by supervisor.
- Performs other duties as assigned by manager.

Competencies: To perform the job successfully, an individual should demonstrate the following.

- **Continuous Learning** - Seeks feedback to improve performance.
- **Organization and priority management** - Manage priorities and tasks in an orderly manner.
- **Detail oriented** - Completes orders and projects with minimal errors.
- **Autonomy** - Completes projects with minimal oversight.
- **Teamwork** - Contributes to and maintains a positive team spirit.
- **Problem Solving** - Identifies and resolves problems in a timely manner; works well in group problem solving situations.
- **Use of Technology** - Uses technology to increase productivity.
- **Self-starter with strong, proactive and dedicated work ethic.**
• Ability to manage multiple projects simultaneously to meet deadlines.
• Ability to collaborate and influence cross-functional colleagues.
• Must always demonstrate adherence to ethical standards.
• Must pay attention to detail and work independently using sound judgment, legal research and organizational skills.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**
Bachelor’s degree in Food Science, Nutritional Science, or equivalent. 2+ years’ experience in a quality assurance role in food manufacturing environment; organic and/or natural foods experience is a plus. Experience with Food Safety and Quality programs, FDA regulations, HACCP, Food Safety Management programs, or related quality standards. Bilingual in English and Spanish and/or Portuguese is a plus.

**Language Ability:**
- Must be proficient in English with the ability to read, write and comprehend technical documents.
- Ability to read and interpret documents in English; such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.

**Mathematical Ability:**
- Calculate figures and amounts.

**Reasoning Ability:**
Apply logical thinking to a wide range of intellectual and practical problems. Deal with nonverbal symbolism (e.g., formulas and equations) in difficult phases. Deal with a variety of abstract and concrete variables.

**Computer Skills:**
- Proficiency with TraceGains
- Proficiency with Microsoft Office (Outlook, Word, and Excel).
- Familiarity with Food Safety and Quality Systems
- Familiarity with Project Management tools; Smartsheet and Lucid Chart a plus.
- Ability to operate standard office equipment.

**Certificates and Licenses:**
Preventive Controls Qualified Individual (PCQI) certification a plus.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Work Environment:** The work environment characteristics described here are representative of those a cebador encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in an open office environment.
- Will consider remote employment from one’s home office only with exemplar track record of previous remote employment and high level of responsiveness in a virtual environment.
**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work at a computer and phone for long periods of time.
- Data entry and review and typing for long periods of time.
- Coordinate multiple tasks simultaneously.
- Occasional travel.
- Occasional lifting items up to 50 pounds with appropriate lifting techniques and assistance.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

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*Guayaki is committed to equitable prosperity and dignity for all people.*

*We value a diverse workforce and believe it enhances our culture while fostering better decision making.*

*We recruit, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.*