



IRISH CASING Company.



#JOB-2411267



IRISH CASING CO. LTD., Spollanstown Ind  
Est, Tullamore, Co. Offaly, R35 HR40



No of positions : 1



Paid Position



39 hours per week



34000.00 Euro Annually



11/09/2025



09/10/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [g.donoghue@irishcasings.com](mailto:g.donoghue@irishcasings.com)



Open your camera  
app & point here  
to view this ad  
online



## Quality Assurance Officer

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

Irish Casing Company are now recruiting for a Quality Assurance Officer to work with our production process and to provide necessary support to our food safety systems. This is a great opportunity for a person that can demonstrate good attention to detail as this roll presents opportunities to obtain solid quality and production experience. This position does not require potential candidates having held past quality experience as training and development will be provided by learning on the job, formal training and mentoring.

#### Key Responsibilities:

- implementing and maintaining Quality and HACCP plans, conducting audits, monitoring processes, and ensuring compliance with food safety regulations.
- Maintains safe and healthy work environment by following standards and procedures and complying with legal regulations.
- Input data into stock systems including intake, sales and production
- General office duties including printing of labels, scanning/releasing documents
- Adhering to relevant regulations, legislation and standard and company policies.
- Organise office in ways that optimise procedures.
- Inspects incoming/outgoing loads and input/manage trace systems.
- Operating Emydex system for stock control and maintaining traceability systems in place
- Assisting in the development of quality improvement tools and strategies.
- Representing the company in quality-related matters.
- Creating and maintaining quality management systems, including policies, procedures, and documentation.
- Investigating quality problems, developing corrective and preventive actions (CAPA), and implementing solutions.
- Sort and distribute communications in a timely manner.
- Create and update records ensuring accuracy and validity of information.
- Coordinate with other departments to ensure compliance with established policies.

- Releasing materials and products after review and approval.
- Oversee quality control, investigate deviations, and contribute to continuous improvement.

#### Requirements and skills

- Good command of the English language (spoken and written)
- Proven experience as an office assistant or in another relevant administrative role
- Thorough understanding of office management procedures
- Excellent organisational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Proficiency in MS Office
- Can-do attitude, with a strong teamwork orientation
- **Sector:** manufacturing

#### Career Level

- Experienced [Non-Managerial]