



Company Details Confidential



#JOB-2416674



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



16/10/2025



13/11/2025

How to apply

Application Method :

Not available



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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 require potential candidates having held past quality experience. Training and development will be provided.

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]