



# Regulatory Affairs Technician II

**Location:** Lancaster, NY

**Reports to:** Quality Manager

## Meet Nutrablend Foods

Nutrablend Foods is one of the largest custom manufacturers of specialized health nutrition powder products in North America, powered by an experienced team with a passion to help customers hustle and thrive.

With over 20 years working with some of the top Sports Nutrition brands around the world, our experience supports our customers to formulate great-tasting products that meet or exceed consumer expectations. Our 108,000 ft<sup>2</sup> manufacturing facility is located in Lancaster, NY and provides our customers with confidence in our ability to meet delivery requirements and scale up volumes as their brands succeed.

All of this is made possible by our people.

## Why Join the Team at Nutrablend Foods?

Our employees represent the best of what we do and their passion, dedication and commitment are the building blocks of our success. When you join the Nutrablend Foods team, you become part of our family. We offer a comprehensive group benefits program including medical, dental, vision, life, 401k and so much more.

## Position Summary

The Regulatory Affairs Technician II is responsible for processing regulatory and production/blending documents along with raw material identification processing.

## Responsibilities

### Health Certificates

- Review template provided by customer
- Gather appropriate documents and apply for health certificate
- Follow up with customers in order to send out documents or when more information is needed.
- Fill out air bill request forms
- Update document tracking spreadsheet

### Blending Orders

- Complete blending orders
- Print stickers

### Lab Reports

- Review and save Lab Reports
- Report Results in Lab Sample Spreadsheet
- Release items on Speed Report based on micro/allergens
- Log out of Spec results on OOS Results sheet

## Corporate Headquarters

32 Cherry Blossom Road  
Cambridge, ON N3H 4R7

## Manufacturing Facility

3805 Walden Avenue  
Lancaster, NY 14086

1.833.282.6850

[www.nutrablendfoods.com](http://www.nutrablendfoods.com)



### Finished Products

- Send samples to Lab
- Prepare Lab requests
- Review the Finished Product Lab Analytical Reports
- Create COAs of Finished Products for customers
- Approve Finished Products for release and shipment
- Engage with customers on requested COAs and special requests

### Raw Materials

- Scan and approves raw materials
- Print raw material stickers
- Print spec test results
- Perform organoleptic on all dairy and flavor items
- Request COA's and following up when COA is not available
- Complete raw material release forms for all dairy and flavor items
- Scan and approves raw materials
- Print raw material stickers
- Print spec test results
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### **Qualifications**

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### **Ready to Join the Team?**

Please send your resume to [jobs@nutrablendfoods.com](mailto:jobs@nutrablendfoods.com) with a cover letter telling us why you're a great fit for the HR team at Nutrablend Foods. We look forward to hearing from you!