

## VACANCY ANNOUNCEMENT

**SPAR Albania Ltd.** is an affiliate of BALFIN Group operating in the sector of food retail with the right of exclusivity of the name "SPAR".

**Balkan Finance Investment Group, BALFIN Group,** is one of the most significant and successful investment groups in the Western Balkans region. Geographically, BALFIN Group is present in Austria, Albania, Kosovo, Bosnia and Herzegovina, North Macedonia, Montenegro, Switzerland, Croatia, and the Netherlands, employing approximately 5,200 people. The activities of the BALFIN Group comprise real estate, wholesale and retail, banking, asset management, media, education, and logistics. BALFIN Group is growing steadily, having a positive impact on the communities through economic development, employment opportunities, innovation, and social investment.

**Job position:** Hygiene and Quality Manager (temporary ,maternity cover)

**Department:** Fresh

**Location:** Head Office

**Summary:** The Hygiene and Quality Assurance Manager will develop and manage Hygiene and Quality Assurance programs and activities that will ensure compliance with company policies, food safety standards, government regulations, and company best practices; The Hygiene and Quality Manager will integrate quality assurance and quality control into all functions and people.

### **Duties and Responsibilities:**

- Plans, executes, manages and controls all daily activities related to the maintaining of the excellent hygiene conditions of the company;
- Ensures the hygiene conditions of the stores strictly comply with the company hygiene regulations and international standards of ISO and HACCP;
- Makes sure that the employees are trained, have excellent hygiene awareness and comply with the regulations on the personal hygiene and the cleanness of the stores at all times;
- Ensures excellent customer service, responsible for customer complaints resolution on the hygiene issues and constantly improves the hygiene conditions of the stores;
- Maintains the relationship and acts as a contact person with the local hygiene authorities, responsible for the hygiene inspections and controls;
- Prepares reports, analysis and other documentation as per request of the company management;
- Constantly keeps abreast about the changing legislation on hygiene, health and safety and HACCP standards and requirements;
- Responsible for reviewing and updating the company policies and procedures as per the requirements of the local legislation and international standards;
- Chairs the hygiene committee of the company;

### **Qualifications and Skills:**

- **Education:**

- University Degree in a related field.
- **Work Experience:**
- 2-3 years of management experience in a similar position
- **Additional qualifications:**
- Excellent knowledge of the local legislation and HACCP standards and requirements;
- Good command of English language – spoken and written;
- Good command of Microsoft Office Package.

**Other skills:**

- Strong communication and leadership skills – ability to raise awareness of the employees on the excellent hygiene;
- Excellent time management skills and ability to prioritize the workload;
- Hard-working, honest, reliable, result-oriented.

**Application procedure:** To apply for this position, please submit CV with covering letter before **21/02/2023** to [hr@spar.al](mailto:hr@spar.al) stating the post on the subject line or by post to the following address: Spar Albania Ltd, Tirana East Gate (TEG), National Street Tirana-Elbasan, Farkë (Lundër), Tirana.

\* All applications will be treated with strict confidentiality according to the law No. 9887 set by the Albanian Parliament for the "Protection of Personal Data".