



## QA Department Specialist II Job Description

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### *About the Company*

SUPERVALU is a premier food and drug retail powerhouse with world-class supply chain and support services. We are the nation's third largest grocery provider, with a diversified portfolio of regional retail banners, locally managed and branded, spanning the nation, coast-to-coast and border-to-border. As the largest food distributor to retail stores in the United States, we also provide a robust suite of supply chain services to serve both our own retail banners and thousands of independent retailers.

Combined, SUPERVALU's two lines of business provide a wealth of diverse opportunities to grow and to contribute to a thriving enterprise.

Our Philosophy:

Ongoing pursuit of excellence is a way of life at SUPERVALU and a key to our success. To achieve excellence, we seek associates who will contribute innovative business solutions. We embrace change and welcome others who do.

Our employees are as diverse as our opportunities - representing all ages, backgrounds and parts of the country. What they have in common is: talent, passion, sense of urgency, focus, standards, integrity - and an unsurpassed customer orientation. They form the foundation of our SUPERVALU Advantage - the key to our continuing success.

### *About the Position*

#### **PURPOSE**

The candidate in this role will complete a variety of specialized duties that support QA functional operations. The duties in the department specialist job family focus on tasks and/or work that are unique to the department and require scientific knowledge and skills that are beyond those required for general office work.

#### **JOB RESPONSIBILITIES**

- Serves as Specialist III in Department functions during QA Manager's absence
- Inventories and schedules product testing for QA, Product Development and Purchasing participation
- Manages own specific project work
- Advises QA Manager on product attributes or defects
- Reviews information/data and makes decisions within well defined guidelines, parameters, and instruction
- Examines and prioritizes documents to determine work to be completed or best course of action
- Collects information for specific department reports
- Creates and maintains complex reports
- Sorts, files and maintains invoices, receipts, contracts, or other special department documents
- Compiles minor statistical data
- Coordinates special programs and/or events
- Posts records and processes departmental documents requiring specific knowledge of functional area

- Completes detailed keyboarding projects such as preparing correspondence from rough drafts and completing specialized departmental forms
- Maintains complex records
- Updates information and reports typically on the computer. Checks information for accuracy
- Answers department phones as needed and routes to appropriate area

#### **JOB REQUIREMENTS**

- Bachelor's Degree in Food Science, Biology or Chemistry
- Strong communication skills, both written and oral
- Must have ability to follow verbal or written instruction
- Computer skills: advanced word processing and/or spreadsheet
- Math proficiency
- Analytical testing skills

The above statements are intended to describe the general nature of the work performed by the employees assigned to this job. All employees must comply with Company policy and applicable laws. The responsibilities, duties and skills required of personnel so classified may vary within each department and/or location.

#### **Equal Opportunity Employer**