



Quality Assurance Assistant – Richmond, BC
Shift: Monday to Friday – 9:30AM to 6:00PM
Pay Range: \$48K – 54K

Posted: October 6, 2025

About Us:

CDS Group of Companies is the single contact for National and International clients looking for efficient and cost-effective supply-chain solutions for the Canadian market.

Specializing in Ambient, Refrigerated, and Frozen supply chain food and beverage services, we strive to offer exceptional customer service to our clients, while promoting opportunity, and a team-first environment for our team. Our services include multi-temperature warehousing, distribution, freight and transportation management, pick and pack fulfilment, cross-docking and transloading. A true "one-stop shop" operation, we can handle products from grocery to consumer goods for any company looking to improve their supply chain throughout Canada and from Canada to cross-border and international markets.

About the Team:

Our warehouse team is diverse, fun, and respectful. With safety being our top priority, we work in fast-paced environments that focus on teamwork, work quality, and individual aptitudes for problem-solving and accuracy. You work closely with several departments – Warehouse, Transportation, HR - to ensure our compliance with Food Safety as well as our overall Occupational Health & Safety is maintained throughout CDS.

What You'll Do:

- Regularly traversing all work areas and warehouses, ensuring adherence to regulations and company policies.
- Ensure food safety and quality standards are met.
- Develop an understanding and gain relevant industry experience with BRC, AIB, FDA and CFIA guidelines.
- Assist in planning, developing, implementing, tracking and evaluating training for food safety.
- Report any non-compliance issues to supervisors and managers.
- Suggest and implement corrective actions to meet food safety certification standards.
- Complete inspection reports, organize and update compliance records, and files paperwork.
- Other duties as assigned by Warehouse Managers and Compliance Specialist.

Who You Are:

- Experience in HACCP and food safety is an asset, but not required. In-house training will be provided.
- Must be willing to get certified with HACCP.
- Comfortable with frequent walking throughout warehouse facilities.
- Strong observational skills with the ability to identify and report non-compliance food safety issues.
- Strong organizational skills, with the ability to manage multiple tasks and maintain detailed records.
- Able to work in a multi-temperature work environment.
- An excellent communicator, both verbal and in writing.
- Detail oriented and proactive in recognizing areas for improvement.
- Proficient knowledge of Microsoft Office suite of products.
- Able to pass criminal background check.

How to Apply: Interested applicants should submit their resume to hr@cdsltd.ca. No agencies please. Internal applications are welcome! You must be employed for at least 6 months to be eligible to apply.