

FSSAI Mitra (Food Safety Compliance Assistant)

Description

Are you passionate about food safety, public health, and ensuring quality standards in the food industry? Join us as an **FSSAI Mitra** and become part of a mission-driven team dedicated to improving food safety compliance across India.

At FinTax24, we are looking for motivated individuals to support small businesses, food manufacturers, and restaurants in complying with **FSSAI (Food Safety and Standards Authority of India)** regulations. As an **FSSAI Mitra**, you will assist in registration, licensing, documentation, inspections, and advisory services related to FSSAI compliance.

This role is ideal for individuals who are interested in regulatory work, public health, food technology, or compliance services. Whether you are a fresher or have some experience in food compliance or documentation, this opportunity will help you grow your knowledge and career.

Responsibilities

- Assist businesses in **FSSAI registration and licensing procedures**.
- Help clients prepare and submit required **FSSAI documents**.
- Support in conducting **basic food safety audits** and inspections.
- Educate clients about **FSSAI guidelines**, hygiene standards, and food labeling norms.
- Maintain proper records of licenses issued, renewals, and client correspondence.
- Coordinate with FSSAI officials for queries, inspections, or compliance issues.
- Stay updated with latest **FSSAI amendments**, circulars, and compliance deadlines.
- Support small food businesses, startups, and vendors in **getting FSSAI certified**.
- Use digital tools to manage tasks efficiently (Excel, PDFs, email communication, etc.).

Qualifications

- Graduate or pursuing degree in **Food Technology, Microbiology, Life Sciences, B.Sc., BBA, B.Com, or related fields**.
- Strong interest in food safety, quality control, or regulatory compliance.
- Basic understanding of **FSSAI rules** and documentation is a plus (not mandatory).
- Freshers and students are encouraged to apply – **training will be provided**.
- Good communication skills (verbal and written) and client-handling ability.
- Willingness to learn new regulations and work in a dynamic environment.
- Basic computer skills (MS Office, Email, PDFs) and internet research ability.

Job Benefits

Hiring organization

FinTax24

Employment Type

Full-time, Intern

Beginning of employment

Immediate or within 1 week of selection

Duration of employment

12 Months*

Industry

Accounting And Taxation

Job Location

FinTax24, First Floor, 24 Square, Nr. Hotel Nandini, Bhavnagar Road, 364270, Bhavnagar, Gujarat, India

Working Hours

09:00AM To 07:30PM (Monday to Saturday)

Date posted

October 18, 2025

Valid through

31.12.2025

- **Practical Exposure:** Learn real-time FSSAI registration, licensing, and compliance.
- **On-the-job Training:** Work with experienced food safety consultants and legal advisors.
- **Certificate of Completion:** Official certificate for FSSAI Mitra role after successful tenure.
- **Letter of Recommendation:** Based on performance for future career growth.
- **Skill Development:** Client communication, document drafting, and compliance management.
- **Career Progression:** High performers may be considered for full-time compliance roles.