



## Pro-Cert Organic Systems Ltd.

### Certification Specialist - Organic Processors

Pro-Cert Organic Systems Ltd. (Pro-Cert) is currently seeking a **Certification Specialist Organic Processors**. The qualifying candidate will be responsible for facilitating organic certification to both new and existing clients by reviewing organic system plans, inspection reports, labels, product formulations, ingredient suppliers, sanitation procedures and pest control plans as they pertain to both the Canada Organic Regime (COR) and the USDA National Organic Program (NOP). This full-time position will be based out of our Western Regional Office located in Saskatoon, SK. Pro-Cert is a leader in Organic Certification in Canada and the USA.

#### Key Responsibilities:

- Conduct technical and regulatory reviews of organic system plans, inspection reports and compliance documents;
- Conduct compliance review of client used inputs and ingredients;
- Evaluating corrective action compliance;
- Reporting of certification decisions and issuing of organic certificates to clients;
- Demonstrate an understanding of the organic certification process, standards and/or regulations as well as Pro-Cert Policies and Procedures;
- Provide technical assistance to clients, relating to applicable standards and/or regulations via email, phone, fax etc.;
- Update and maintain database records and hard copy files;
- Monitor certification process to ensure adherence to timelines.

#### Qualifications:

- Post secondary diploma or degree in agriculture or food;\*
- Minimum 2 years experience in the agriculture industry and/or food processing industry;\*
- Experience in food processing Quality Assurance;\*
- Excellent communication skills in person, on phone and in writing using correct grammar, spelling and sentence structure;
- Strong attention to detail;
- Self motivated and able to work independently;
- Excellent time management and organizational skills;
- Personal computer skills (Word, Excel and PowerPoint and other software);
- Ability to work with various cultural backgrounds and languages;
- Ability to logically solve problems under pressure.

\*Preferred

#### Remuneration:

This position has a starting wage of \$22/hr increasing to \$28/hr based on performance. Pro-Cert offers a competitive benefit package as well as a full-time career opportunity in the organic industry.

To apply for this position, please submit your Resume and salary requirements along with a cover letter by March 15, 2020 to:

**Pro-Cert Organic Systems Ltd.**

Email: [info@pro-cert.org](mailto:info@pro-cert.org)