**Career Opportunity Posting  
Regulatory Affairs Officer**

**Pro-Cert**, a leading North American (and global) certifier of organic food and fiber is seeking a highly qualified and experienced individual to take on the responsibilities of its regulatory affairs and internal quality assurance activities. This is a challenging and rewarding career opportunity for a qualified, disciplined, and regulatory minded person.

Pro-Cert’s certification scope includes **Organic Agriculture, Horticulture,** and **Aquaculture production** and **Processing**; **Regenerative Organic Agriculture**; **Grass Fed** and **Gluten-Free** programs with clientele in Canada, the US and selected other countries. Pro-Cert is family-owned and is managed by Professional Agrologists and Food Scientists and has offices in Eastern and Western Canada.

**Primary Responsibilities:**

* The maintenance of all aspects of Pro-Cert’s accreditation and licensing needs for its many **Organic** certification programs as well as related programs such as the **Grass Fed** and **Gluten Free** and its **ISO 17065** accreditation;
* The preparation for and attendance at annual or other audits by the above accreditation agencies;
* The generation of reports to licensing agencies; response to internal and external audit findings;
* The drafting of Directives to Pro-Cert team members specifying changes/updates to Pro-Cert standard operating policies and procedures;
* The maintenance of Pro-Cert’s Quality System Manual and certification documents;
* The training of office and field staff in all aspects of applicable standards and regulations.

**Secondary Responsibilities:**

* The conduct of annual and ongoing internal Quality Assurance audits; the generation of corrective action reports and follow up the same;
* The responsibility of keeping up to date on all pertinent equivalency arrangements and educating staff as necessary;
* The management of Appeals, Complaints, and Corrective and Preventative Action Reports;
* The annual conduct of statistically valid random client file QA audits and the evolution of audit checklists for that purpose;
* Interaction with Pro-Cert Advisory Council (PAC) on impartiality.

**Tertiary Responsibilities:**

* Identifying and participating in the realization of business opportunities;
* Liaising with licensing agencies;
* Keeping abreast of all aspects of regulatory affairs and quality assurance as it affects food, feed, fiber, and other third-party certification;
* Such other tasks and responsibilities as may be determined from time to time.

**Qualifications:**

The successful applicant must have a demonstrated ability and interest in regulatory affairs as they relate to food, feed and fiber integrity, quality and safety be it organic, conventional, or other. He or she will also have the following additional qualifications:

* A degree or diploma in Regulatory Affairs from a recognized institution OR the equivalent in experience.
* A Canadian and/or American Certificate in Regulatory Affairs is desirable.
* Several years’ experience in regulatory affairs preferably in the food integrity certification industry.
* Fluent in French and English, both written and oral.
* Good organization and attention to detail skills.
* The ability to prioritize and manage multiple tasks and complete in a timely manner.
* The ability to appropriately handle confidential business information.
* The ability to handle difficult situations constructively, with objectivity and professionalism.
* The demonstrated ability to train, mentor and stimulate technical support personnel.
* Self-motivation with a proactive attitude and the ability to work independently and collaboratively.
* Excellent written and oral communication skills.
* Excellent organization and time management skills with a memory for detail.
* Competent computer skills (Word, Excel and PowerPoint and other software).
* Sound judgement.

**Remuneration and Benefit Plans:**

Starting remuneration will be commensurate with the qualifications and experience of the successful applicant; upper salary limit at this time is $90,000 CDN per annum. Pro-Cert offers a competitive Group Health Benefit package as well as a full-time career opportunity in the organic certification industry.

**Location:**

The incumbent will need to live in or near Saskatoon, Saskatchewan, Canada to permit daily attendance at Pro-Cert’s Head Office in the post-pandemic era.

**Application:**

To apply for this position, please submit a covering letter along with your Resume and references via email to: [careers@pro-cert.org](mailto:careers@pro-cert.org). Transcripts of academic achievement may be requested during the recruitment process.