

Organic Auditor (Full-Time)

November 5, 2019

Ecocert, a global leader in organic and sustainable certification, has a US-based opening for a qualified auditor to join its organic personal care and eco-products team. The Organic Auditor position is a full-time professional position based in our Ecocert ICO office in Plainfield, Indiana. Remote-based employees may also be considered. The primary responsibility is to plan/performance on-site compliance audits according to Ecocert and Cosmos cosmetic standards and will also involve cross-training/qualification for USDA/NOP and other applicable standards/services as needed. The role requires an extensive (more than 75%) amount of travel – covering the entire United States. The remaining 25% will function in report writing and administrative tasks. Compensation includes full benefits package and salary range of \$45-\$57,000, based on expertise.

Duties:

- Plan, prepare, and conduct facility audits in support of Ecocert/Cosmos standards
- Prepare and submit travel plans with a requirement of combining multiple inspections based on geographic proximity
- Hold opening and closing meetings and interviews onsite
- Assess compliance with applicable regulations/standards
- Communicate audit results through written audit reports within 8 days of completion of audit
- Maintain current knowledge of industry standards
- Expend approximately 75% of time traveling and conducting on-site audits and approximately 25% on audit report writing and administrative tasks as needed. Travel schedule may vary seasonally.

Qualifications:

- Bachelor's degree (or equivalent) in chemistry, biology, or related scientific field, or associate's degree plus a minimum of 3 years' experience in the cosmetic/manufacturing/laboratory field
- Auditing or certification experience
- Background in quality control, compliance, or regulatory field
- Current knowledge of FDA cGMP Cosmetic Guidance, 21 CFR Part 210/211 and/or 21 CFR Part 110/111 requirements
- Demonstrated project and time management skills
- Detail-oriented, with excellent oral and written communication skills, and highly self-organized given the extensive amount of travel required for the position
- Must be able to partner with a diverse group of staff/international consultants with different strengths and skills and have the ability to prioritize work and manage multiple projects while maintaining quality
- Ability to work independently and as part of a team in a very busy and fast-moving working environment
- Must be able to travel approximately 75% of the time, covering the entire U.S. (all 50 states)
- Experience with NOP or Cosmos standards is highly preferable



EMPLOYMENT OPPORTUNITY

Training provided by Ecocert:

- Qualification for the position requires 40 hours of in-person or Microsoft Teams-based theoretical training.
- On-site training audits (4-6) are performed with the Certification Manager to evaluate competency and skills and complete the qualification process.
- Annual evaluations are performed to maintain qualification and include evaluations of submitted audit reports and annual supervised inspections with the Certification Manager.

For over 25 years Ecocert has specialized in the certification of organic agricultural products. As a mission-based company, Ecocert has branched out from organic farming to push for the creation of more environmentally and socially sustainable production standards in several other fields. In doing so, Ecocert has become a leader in organic certification worldwide.

A career with Ecocert ICO means joining a truly global network of professionals dedicated to maintaining the benchmark status for organic certification. Ecocert ICO, LLC is an Equal Opportunity Employer. Ecocert does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

For more information:

www.ecocert.com/en/natural-and-organic-cosmetics/cosmos-standard.org/

To apply, send the following information to: Mr. Chris Koestline, Certification Manager, CKoestline@Ecocert.com

1. Resume
2. Brief cover letter or email describing your qualifications as they relate to the position responsibilities
3. 3 professional references familiar with your skills and ability to perform this job

Application deadline: Preference will be given to applications received by **November 20, 2019**. Position will remain open until filled.

Primary Location: Plainfield Indiana (remote-based also considered)

Job: Auditing

Organization: ECOCERT/ICO

Schedule: Regular

Employee Status: Full-time Staff

Travel: MUST be able to travel 75% of the time