

QAI NSF INTERNATIONAL POSITION DESCRIPTION

At QAI we are passionate about food, people, animals and the planet. As a pioneer in the organic industry for nearly 30 years, QAI is a leading advocate for organic values and environmental sustainability, working diligently to reinforce consumer trust in the integrity of the organic products they purchase. This is why we're always looking for the best and brightest to help us make a difference. QAI is one of the leading providers of organic certification services worldwide. As an accredited certifier for USDA as well as international organic programs, QAI's programs verify organic integrity at each link of the product supply chain.

POSITION TITLE: Reviewer
CLASSIFICATION: Exempt
LINE OF BUSINESS: QAI & Agriculture
DEPARTMENT: Organics
REPORTS TO: Technical Manager

BASIC PURPOSE: Assess and determine the compliance of inspection reports and client applications against standards, issue reports and recommendations, interpret data and make determination for certification. Conducts material reviews and makes final approval decision for materials (inputs, ingredients, processing aids, pesticides, etc.) used in the production of foods, food supplements and personal care products.

PRINCIPAL ACCOUNTABILITIES:

1. Review customer organic system plans and complete established pre and post-inspection review forms to draft non-compliances based on regulatory standards and QAI policies in accordance with training and documented guidelines to ensure certified clients ongoing compliance.
2. Review materials (inputs, ingredients, processing aids, etc) to determine compliance with organic standards including classification of materials as agricultural, non-synthetic and synthetic.
3. Assure that customer application, system plans and related inspection reports contain required descriptions, protocols, procedures, and records to demonstrate compliance with applicable regulations and standards.
4. Record and manage review related data related in established database systems to maintain compliance with accreditation requirements.
5. Serve as mentor/trainer and provide technical support for Certification Project Managers and other Reviewers to improve technical understanding, competency, and application.
6. Contact clients to review findings and outstanding issues, and provide technical support by clarifying any technical and regulatory requirements and issues.
7. Make determinations for non-compliance points that require client corrective actions necessary to meet organic standards and other standards as applicable, based on review of client documentation and inspection reports to support ongoing certification
8. Create certificates, non-compliance letters, product summaries, and other certification documents as directed to allow compliant clients to proceed through the certification cycle or to identify egregious issues in need of adverse action via Quality.
9. Participate as a member of the QAI policy team.
10. Develop and/or maintain polices and work instructions for type of review work completed.
11. Evaluate performance of organic inspectors and provide feedback to the administrative/inspection team and level 3 reviewer.
12. Provide and implement process improvements in the inspection and post audit review process.
13. Assist with development and/or updating SOPs and/or client forms to maintain efficient workflow for inspection and review department as needed.
14. Represent QAI at industry events such as trade shows, conferences and meetings.
15. Conduct audits/inspections, as assigned.

16. Support new business development efforts through program, quality system, and certification documentation development.
17. Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Bachelor's degree
2. Three (3) years related work experience in organic industry, preferably with an organic certification agency.
3. Working knowledge and experience with National and/or International organic standards and regulations and familiarity with applying organic certification procedures.
4. Excellent written and verbal communication skills.
5. Ability to clearly communicate complex and technical concepts.
6. Knowledge in at least one of the following areas: conventional crop, livestock, processing, or handling procedures and methods.
7. Working knowledge of Microsoft Office applications.
8. Demonstrated project and time management skills.
9. Ability to travel occasionally for meetings and events.

PREFERRED QUALIFICATIONS:

1. Bachelor's degree in agriculture, chemistry, food science, animal science or a related area of science.
2. Successful completion of IOIA training program or equivalent and/or IOIA accreditation/advanced training.
3. Five years of experience as an inspector or one to two years of experience with regulatory procedures, preferably in the organic sector.
4. Fluent Spanish language skills.

PHYSICAL DEMAND:

1. Extended periods of sitting.
2. Extended periods of work at the computer.
3. Ability to lift and carry up to 10 pounds.

WORK ENVIRONMENT:

1. Most work is completed in an office environment.
2. Some work is completed off-site at client locations, trade shows, and/or conferences.